Resident Management System

User's Guide

Technical Support Center

760.380.4386
Fax: 760.386.7310
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Written by Doris J. Morris, Computer Network Resources, for the Los Angeles District of the U.S. Army Corps of Engineers

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The sample project in this manual is based on a real project, the Yuma Proving Grounds Support Maintenance Facility. However, much of the data was modified to better illustrate the features of RMS and should not be construed to reflect the facts of that project.

Trademarks

Acknowledgments

The RMS Development Team would also like to acknowledge the following Corps offices for agreeing to use RMS in their workday environment. These offices were invaluable in pointing out the areas within RMS that needed enhancement or modification.

Corps Offices

- Ft. Irwin Resident Office
- Roadrunner Resident Office
- Tucson Project Office
- Sacramento Resident Office
- Central Texas Area Office

Central Oklahoma Area Office
San Diego Resident Office

A special Acknowledgment is to be made to Anteon Corporation whose development efforts made this all possible. Thanks to both the Programming Staff as well as the Support Personnel.

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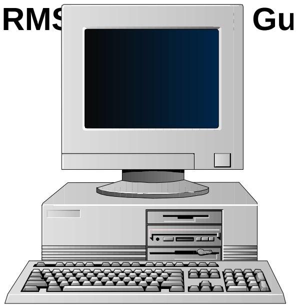


INTRODUCTION

What Is RMS?

The Resident Management System (RMS) is a tool to plan and administer projects. It provides a comprehensive system and yet is flexible enough to be adapted to local conditions and policies.

RMS automates your work. The information it requires is the same information now gathered manually to manage your projects. However, with RMS, the information is entered once and the system can retrieve that information in a variety of ways throughout the life of the project.

For example, consider the effort required for a construction representative to be ready for a preparatory inspection. At minimum, the representative should know the work activities involved, any previously noted deficiencies, the sub-contractors doing the work, the status of their insurance, the status of all required submittals, planned QC and QA testing, installed property, government furnished and salvaged property to be transferred, repetitive deficiencies from prior projects and appropriate field inspection and safety checks to be made.

With RMS, all this information is immediately available and can be printed on an inspection checklist. By linking knowledge from previous projects with this project's requirements and adding the speed of the computer, a time-consuming job can be accomplished in minutes.

What Makes RMS Different?

Five key features make RMS different from other software packages written for construction contract management in the field office.

Target Audience: RMS was written for the field, not for upper management. It was designed by people in the field for people in the field: resident engineers, construction representatives, inspectors, procurement clerks and so on.

Level of Integration: All RMS modules are integrated. For example, a pay estimate worksheet will show which insurance documents are missing and whether any QC tests have failed and not yet been re-tested.

Evaluation of Data: RMS evaluates the data, it doesn't just sort and report it. Again using the pay estimate example, RMS will compare the requested percentages with your office policies and alert you to any discrepancies.

System Libraries: RMS is a repository of construction expertise. Some system libraries contain pre-defined data such as construction category codes, repetitive deficiencies, and inspection checks. Other libraries allow entry of local policy, personnel and conditions. RMS uses these libraries to tailor the three phase inspection checklists, to ensure the accuracy of data entered into the computer and to build lookup tables. System libraries are files of data that affect all projects.

Resident Policies: RMS is flexible. Since all resident engineers do not share a common management style, RMS allows each office to define its own policies for modifications, payments and scheduling.

About this Manual

This User's Guide is designed to give detailed, easy to understand instructions on how to use RMS. It assumes that the user has an understanding of Corps policy and the construction business in general but it does not require any previous computer knowledge. There are four main parts to the Guide.

Part I: System Setup System Setup describes how to install, execute and navigate through RMS. Its chapters are:

1. Installation: System requirements and installation
2. RMS Basics: Menus, input screens, special keys, reports
3. Getting Started: RMS setup, minimum data requirements, import/export

If you are new to RMS, be sure to read RMS Basics and Getting Started.

Part II: Project Management Project Management is the heart of RMS. Here's where project data is entered and tracked and where reports are printed. Its chapters are:

4. Project Planning: Initial planning data for a project
5. Project Administration: Daily management of a project
6. Summary All Projects: Briefing packages and other summaries of projects

Part III: Office Management This part of RMS allows you to set up specific office information and to carry out various system administrative functions. Its chapters are:

7. Office Files: Office structure, locations, staff and forms
8. System Library: RMS libraries
9. File Maintenance: Reindexing, backing up, restoring RMS files; handling errors
10. Daily Office Bulletin: Printing a daily bulletin for your office

Part IV: Appendices The appendices contain reference material and information on special topics. The appendices are:

Appendix A: Form Letters
Appendix B: Menu System Outline
Appendix C: Remote Operation
Appendix D: Sample Reports
Appendix E: Acronyms and Abbreviations

Typographic Conventions

To make it easier for you to use this guide, the same symbols and type styles are used consistently. These are:

[Enter] Square brackets when a particular key is to be pressed

INSTALL Upper case bold for letters and numbers to be entered from the keyboard

Future Projects Italics when a menu option is to be chosen
When a menu item is referenced in the text, it will be shown with initial caps only.

On the RMS screens as well as in this documentation, these conventions are used:

↕ A double-headed arrow next to a data entry field indicates that a lookup table is associated with that field. (See page 2-8 for more information.)

¶ The paragraph symbol next to a data entry field indicates a full screen memo field. (See page 2-9 for more information.)

¶ ↕ A field with both symbols is a memo field that allows the import and export of ASCII text files. (See page 2-9 for more information.)

When data entry fields are defined, fields with distinctive characteristics are indicated by these words:

Calculated A field that is calculated from entries made in other fields; calculated fields are usually display only fields

Display A field that cannot be changed at this location; it is either saved permanently, calculated from other fields or must be edited on another screen

Lookup A field with an associated lookup table; indicated by the double-headed arrow

Memo A full screen memo field allowing unlimited text entry; indicated by the paragraph symbol

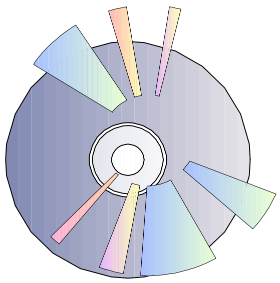
Required A field that must be filled in before the entry can be saved

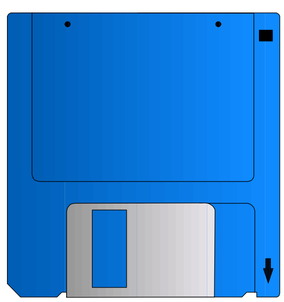
NOTE Important points are prefaced with NOTE in bold type. Be sure to read these carefully.

RMS Diagram

A diagram of RMS is shown on the next page. The top line shows the modules available from the Opening Menu. Beneath each module are the options available in that module. A more detailed listing of available options is shown in the Menu System Outline appendix.

PART I: SYSTEM SETUP





CHAPTER 1: INSTALLATION

This chapter presents information needed to install RMS. You will learn:
- what equipment and software settings are required to run RMS
- how settings differ when RMS is run on a network
- how to install and run RMS on your computer
- how to validate existing data files

Hardware / Software Requirements

Hardware:
- Personal computer with a 386 or higher processor
- Four megabytes (MB) of RAM
- 18 MB disk space for the RMS system; 1-6 MB per project, depending on project size
- 3.5" high density floppy drive
- Color monitor
- HP LaserJet Series III or later printer (or compatible)

Software:
- MS-DOS, version 5.0 or later
- Any DOS word processing program (required for generating form letters and documents)
  - (A Windows word processor can be used to edit form letters after they are generated and saved. See Correspondence in the Project Administration chapter.)

The above represents the minimum hardware and software needed to run RMS. The current recommendation for new equipment is: Pentium 166+ MHZ, 16+ MB of RAM, 2+ GB hard disk, SVGA monitor with a 2+ MB video board, 12x CD-ROM.

System Configuration

The following lines must be included in your CONFIG.SYS file.

FILES = 150 (at least)

RMS requires a minimum of 120 file handles. In addition, the operating system and other applications may be using file handles at the same time. To allocate a sufficient number, set FILES to at least 150. If you are running on a network and/or running multiple applications at the same time, you will have to increase this amount appropriately. The maximum setting is 255. Some networks have a file setting in the user login script that overrides the CONFIG.SYS setting, so be sure to check your network documentation as needed.

DEVICE = C:\DOS\HIMEM.SYS

RMS is a protected mode application and requires an extended memory manager such as HIMEM.SYS. To install this on your system, add the above line, substituting the correct path for the most current HIMEM.SYS file. Usually, it can be found in the DOS or Windows directory.

Add the following lines to your AUTOEXEC.BAT file, as required.

SHARE /F:6000 /L:500
This program installs file sharing and locking capabilities on your disk drives. The default setting for SHARE.EXE must be overridden to allocate enough locks for RMS. To do this, add or change the SHARE command as shown above.

The share command must be used on peer-to-peer networks, such as LANTASTIC or Windows for Workgroups. It is not necessary on server-workstation networks like Windows NT, Novell or Banyan.

SET RMSPRINT=LPT2 (example)
By default, all output is sent to LPT1. If necessary, you can override the default by setting the environment variable RMSPRINT to the desired printer port.

SET TEMP=C:\TEMP (example)
During operation, RMS sometimes creates temporary files. The default location for storing temporary files is the TEMP directory under the RMS data path (see below). If the TEMP environment variable is set, it will override the default and all temporary files will be stored in the directory specified by TEMP. Network users should set the TEMP variable to a local drive to avoid unnecessary network traffic.

C:\DOS\SMARTDRV.EXE (with parameters)
RMS does a great deal of reading and writing to your hard drive. Its performance will be greatly improved by implementing a disk caching program like SMARTDrive. Consult your system documentation for details on installing this or another disk caching program.

Data Path Specification

The data path for RMS is determined in one of the following ways:

Default Drive RMS project data is normally stored in subdirectories under the RMS main directory (where RMS.EXE is located).

Alternate Drive If you are running on a network or if your hard disk is partitioned, you may want to store the RMS data in an alternate drive. To do this, add the following line to the AUTOEXEC.BAT file:
SET RMSDATA=*D*: (replace *D*: with the drive for the RMS data)
Network users will need to add this line to the AUTOEXEC.BAT file of every workstation. The drive letter may be different on different workstations.

NOTE: The RMS.CFG file used in previous versions is no longer applicable. Also, if you are using the AE Design and QC modules, use the commands **SET AEDATA = *D*:** or **SET QCDATA = *D*:** to set the data drives for those modules.

Installing RMS

1. **IF YOU ARE INSTALLING AN UPDATE TO RMS, BACKUP ALL EXISTING DATA BEFORE YOU PROCEED!**

2. Begin the installation according to the directions that came with your disks or CD-ROM. A red warning message reminds you to backup your data before installing.

3. All your available drives and the space available on each will be shown. Press the letter for the drive of your choice or arrow to it and press [Enter]. If a network drive is selected, another box appears and asks "Shall we use it?" Press **Y** or **N**.

4. Enter the drive and path where you have or want RMS installed or press [Enter] to use the default C:\RMS.

5. The installation will proceed. Insert the additional disks when requested.

6. When all the files have been copied, you are asked how RMS should handle possible necessary changes to your CONFIG.SYS file. Your choices are:
   Go ahead and modify
   Create example files
   Bypass these changes
   If you choose either of the first two options, you will be asked to indicate your computer's true boot drive and the path to your CONFIG.SYS file.

7. If you are installing an update, the VALIDATE program will check your existing data files and change them to the correct format as necessary. (See Data Validation on page 1-4.)

8. To start RMS:
   From the DOS prompt:
   Change to the drive on which RMS is located.
   Change to the RMS directory by typing **CD \RMS** (or whatever your directory is called).
   Start RMS by typing **RMS**.

   To setup RMS in Microsoft Windows 3.1 or Windows 95:
   In your Windows documentation, follow the directions for setting up a new program.
   Use **C:\RMS\RMS.EXE** as the command line.
   Use **C:\RMS** as the working directory.
   (If you did not use the default C:\RMS, type in your actual drive and directory instead.)
   An icon file is included with the installation disk.

NOTE: RMS will be installed in the directory you specify. The default is C:\RMS. Several subdirectories will be created; these are:

09HI0007:	sample project
Letter:	project letters you've created (subdirectory of 09AY0009)
Pending:	import data (subdirectory of 09AY0009)
Library:	system library data files
Offices:	data from Office Files and Daily Office Bulletin modules
Staff:	staff data file
Summary:	data from Summary All Projects module
System:	defaults, fonts, help and other system-wide files
Temp:	temporary files (If you have a TEMP variable set in your AUTOEXEC.BAT file, the temporary files will be stored there.)

Each project you create will be stored in its own subdirectory. You will specify the subdirectory name when the project is created. See the Project Planning chapter for more information about naming project directories.

Data Validation

For RMS to run properly, all required database and index files must be located in their correct subdirectories and must be of the proper structure. The VALIDATE.EXE program checks all files to ensure that they are in the correct location and are of the correct format for your version of RMS. In addition, VALIDATE recreates all required index files. If there are invalid or missing database and index files, RMS attempts to fix them. If it cannot, a run-time error will be generated. If this happens, print the error and contact the TCX for further assistance (see below).

BACKUP YOUR DATA BEFORE RUNNING VALIDATE. To run VALIDATE:

From a DOS prompt, change to the RMS directory, type **VALIDATE** and press [Enter].
From Windows, select *File*, *Run*, type **C:\RMS\VALIDATE**, then click on [OK].
(Insert the correct drive and path if you are not using C:\RMS.)

Technical Support

The TCX (Technical Center of Expertise) can be contacted for RMS technical support between 0630 and 1700 hours, PST. After hours, voice mail messages can be left on the first number.

Phone: (760) 380-4386 or (760) 380-3612
Fax: (760) 386-7310

These individuals are also willing to assist new RMS users in anyway they can. Please feel free to contact them.

Carol Bianchi	Central Oklahoma Area Office, 405-231-4840
Fred Freeman	Roadrunner Resident Office, 602-988-9340
Judy Kay Steiger	Central Texas Area Office, 817-532-3050, ext 5112
Art Stoddard	Tucson Project Office, 520-670-6277

CHAPTER 2: RMS BASICS

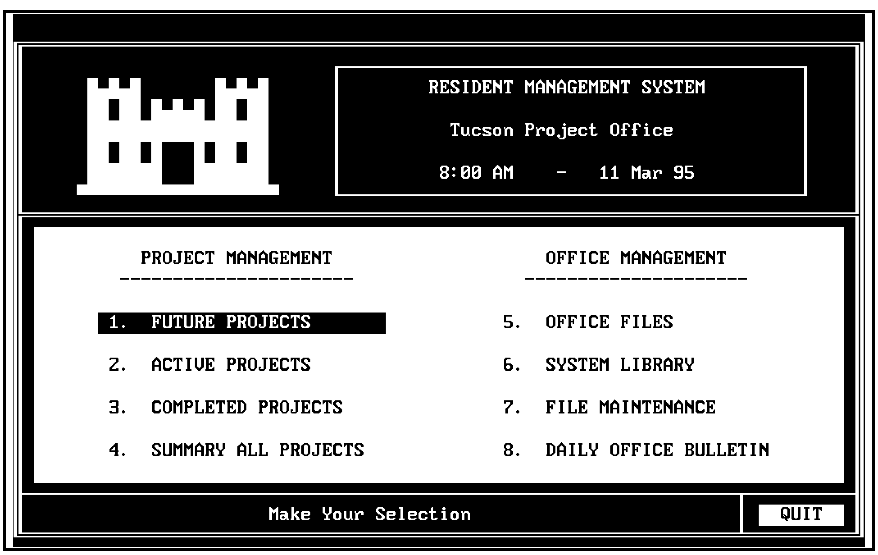
This chapter presents the basic information you need to begin using RMS.

You will learn:
How the menu system is structured, how to navigate within it, how to know when, how to use the special features of RMS input screens: color coding, memo fields, and lookup tables. You will also learnhow to use help screens, function keys and special key combinations
how to view and print reports

Overview

RMS is organized into eight modules, as shown on the opening menu below. The first three modules allow you to enter data about a particular project, one project at a time. The fourth, Summary All Projects, allows you to look at data across several different projects at once. The Office Management modules let you enter data for your specific office and data that will be common to all projects.

For most offices, the bulk of RMS use will be in the Active Projects module.



RMS Opening Menu

This screen is referred to as the opening menu.

Once a project is selected from Future, Active or Completed, the RMS main menu appears (see page 2-5).

The Menu System

There are two types of menus: the full screen menu and the menu bar.

Full Screen Menu

The opening and main menus are examples of full screen menus.

To choose an option from a full screen menu, use the cursor keys to move to your choice and press [Enter] or type the number of your selection.

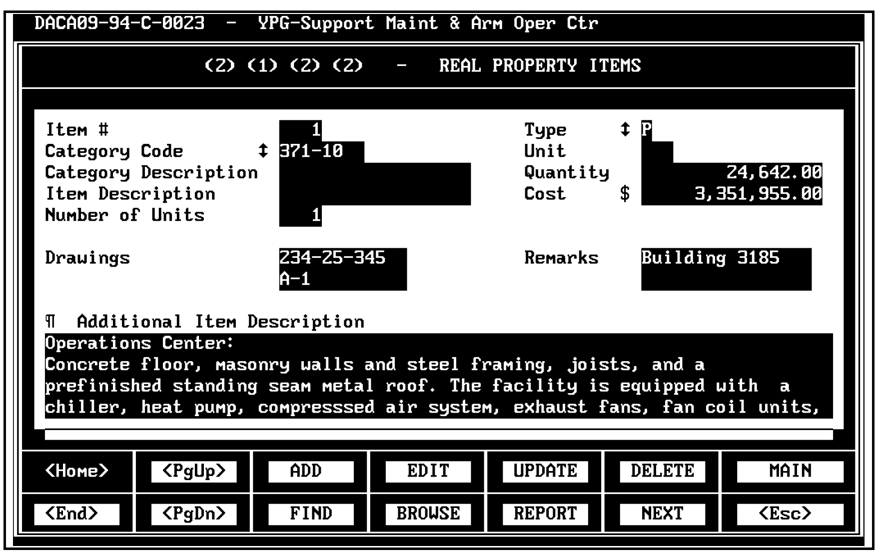
There are four ways to leave a full screen menu:

1. Press [Esc] to return to the previous menu.
2. Type **M** to return to the main menu.
3. Type **N** (for next) to return to the list of projects in the same module (Future, Active, Completed)
4. Type **Q** to quit a menu and return to the RMS opening menu. (Typing **Q** from the opening menu will quit RMS.)

NOTE: When you are finished working in RMS, always return to the opening menu and type **Q** to exit. Turning off your computer without exiting properly can damage your files.

Menu Bar

Menu bars are displayed at the bottom of the screen and indicate the tasks you can perform. The options will vary, depending on your place in the system. The sample below shows a typical menu bar for a data entry screen. If the menu item is highlighted in black, it is ready to be chosen (see HOME below). If it is red, the option is active, e.g. ADD is red when a record is being added.



To choose an option:

1. Use the arrow keys to highlight the option you want and press [Enter], OR

2. Type the first letter of the option you want, e.g., type **A** to add a new entry, OR

3. Press the appropriate key, e.g., [Home]

Menu Bar Options

The menu bar options shown on the previous screen are described below. Not every option can be accessed from every data entry screen. Only the options relevant to the data being entered are available.

[Home]	Goes to the first record in the current file.
[End]	Goes to the last record in the current file.
[PgUp]	Displays the previous record(s) or the previous screen.
[PgDn]	Displays the next record(s) or the next screen.
ADD	Displays a new record input screen.
FIND	Prompts you for the data in a specific field. Type the characters, press [Enter] and RMS will find that record. FIND is case sensitive so upper and lower case letters must match exactly. If no exact match is found, RMS goes to the closest match.
EDIT	Allows changes to both blue and orange fields. (See Color Code on page 2-7)
BROWSE	Accesses a list of all the records in the current file. If there is more data than will fit on the screen, up-down-left-right arrows in the bottom left corner indicate the direction of additional data. The menu bar on each browse screen has an Update option, allowing you to change some of the data there. Or, you can highlight any data field in the list and press [Enter] to access the input screen for that record.
UPDATE	Allows changes to orange fields. (See Color Code on page 2-7)
REPORT	Accesses a list of available reports.
DELETE	Removes the current record or entire project, depending on the context. You will be asked to confirm the deletion.
NEXT	Returns you to the list of projects. After a project is selected, RMS returns you to the same screen. For example, after entering submittals for one project, type **N** to select the next project. Choose another project; RMS returns to the submittal register where submittals can be entered for the new project.
MAIN	Returns you to the main menu. This menu can also be accessed by typing **M** from most screens.
[Esc]	Returns to the previous screen. If you are in Add, Edit or Update, Esc can cancel the additions or changes. You will be asked to confirm. Esc can also cancel other operations such as report printing, backup and restore, and re-indexing.

The following menu bar options are available in special circumstances.

IN/OUT	Allows you to import and export data to/from the AE Design module, the QC module and other RMS systems, to import SDEF and SPECSINTACT data, and to import/export letters in the form letter library.
COPY	Allows you to copy proposed data to approved. (This option is available from the Review/Copy screens.)
WP	Launches your DOS word processor. (This option is available from the Correspondence Log, Unresolved Issues, and Mod Reference Letters.)
Login	(or **L**ogout) If you are using the Access program, this option will appear on the opening menu. It can also be accessed by typing **L** from most menu screens.

Quit Available on the opening menu; allows you to quit RMS. Typing **Q** from other screens will return you to the opening menu.

Menu Navigation

Most work in RMS is in the Project Management modules: Future, Active and Completed. These are the most complex modules and there are several levels of menus necessary to organize all the required tasks. To help keep track of where you are in the system, RMS provides two important reminders: the project bar and the title/status bar.

Project Bar

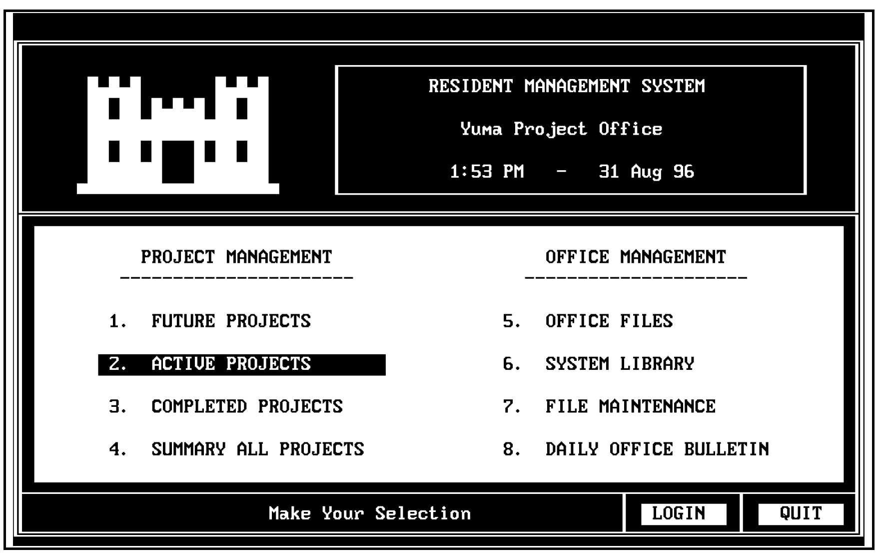
Refer to the previous screen. The very top line shows the selected project. No matter where you are, if you are in the Future, Active or Completed project modules, you will always know which project is currently chosen. When you are in the System Library, this line says ALL PROJECTS.

Title/Status Bar

The next centered line shows your location in the menu system. On your computer screen, it is red on a blue background, making is easy to see. The previous screen shows (2) (1) (2) (2), indicating you are in (2) Active Projects, (1) Project Planning, (2) Designer AE Planning, and finally the (2) Real Property Items input screen. An illustrated description of this sequence is shown in the next series of screens.

When you are adding or changing data, this bar shows your options, e.g. “[F10] Save & Exit.” It also displays messages, e.g. “Error-This entry must be chosen from lookup table!”

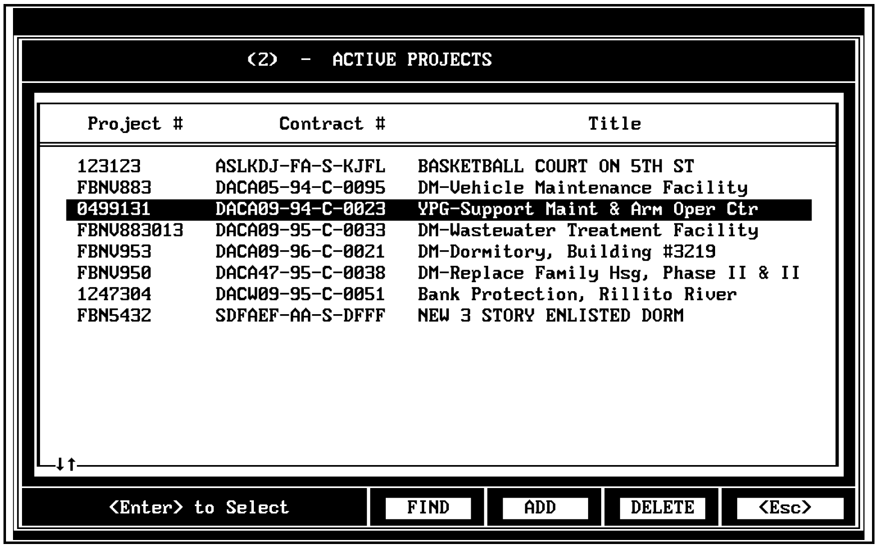
Refer to the Menu System Outline appendix for all the choices available in RMS.



Opening Menu

Select *Active Projects* from the opening menu (left) by moving your cursor and pressing [Enter] or by typing **2**.

If your screen says Login on the menu bar, your user name and password must be entered. See Using the Access Program in the Getting Started chapter.

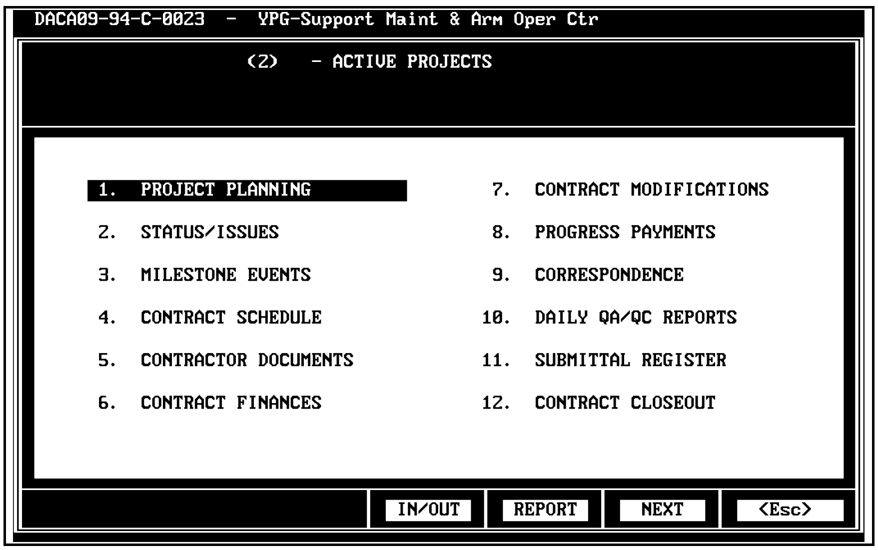


List of Active Projects

Use your cursor to highlight the project you want, then press [Enter].

The Yuma Maintenance Center is the sample project for this manual.

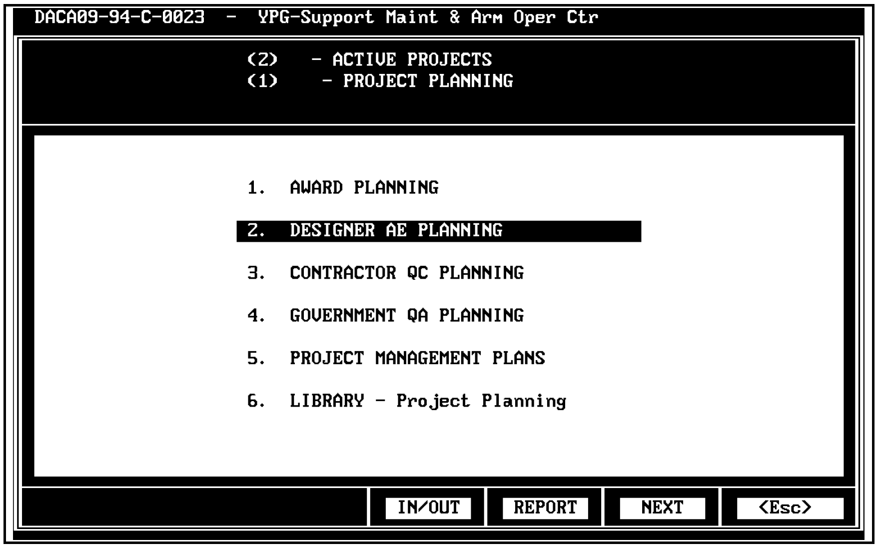
Notice how the menu bar options change from this screen to the next.



Active Project Main Menu

After a project is chosen, the main menu appears, displaying the project's contract number and title in the upper left and (2)-Active Projects in the top title bar.

Select *Project Planning* to see the next level menu.

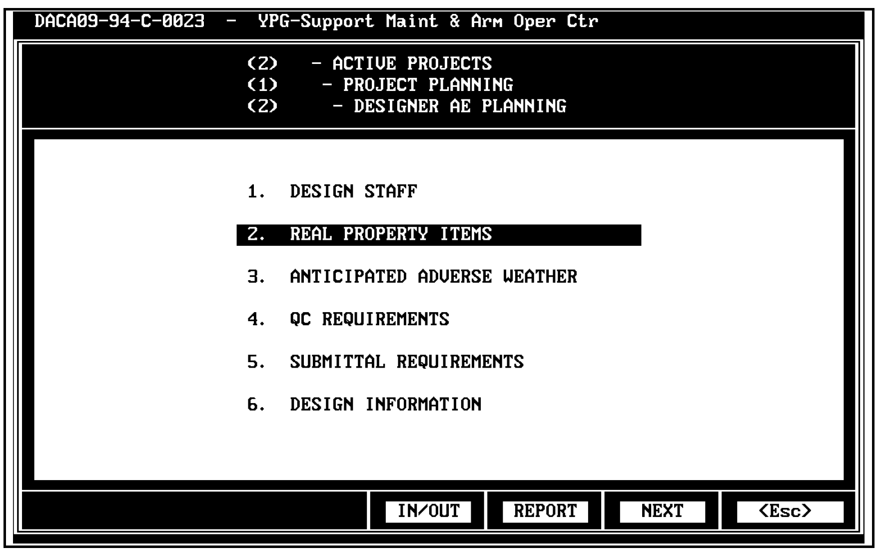


Project Planning

Again, the top title bar shows you where you are: (2)-Active Projects, (1)-Project Planning.

Note the menu bar at the bottom. In/Out or Reports can be accessed or the next project can be selected.

Select *Designer AE Planning*.



Designer AE Planning

The next menu appears with still more options. Now we can choose *Real Property Items*. All along the way, RMS keeps you informed as to your whereabouts.

Notice the changing title bar at the top.

Input Screens

Color Code

RMS input screens are color-coded to make data entry easier.

Overall screen: Black characters on a white background; these are the data entry field descriptions and other informational data.

Display fields: White characters on a gray background; these fields cannot be changed on this screen. Sometimes they are taken from entry done in other parts of RMS; sometimes they are calculated from other fields.

Edit fields: White characters on a blue background; these fields are the less frequently changed fields; change them by choosing EDIT on the menu bar; fields change to black on orange when EDIT is chosen.

Update fields: Black characters on a orange background; these fields are the more frequently changed fields; change them by choosing EDIT or UPDATE on the menu bar.

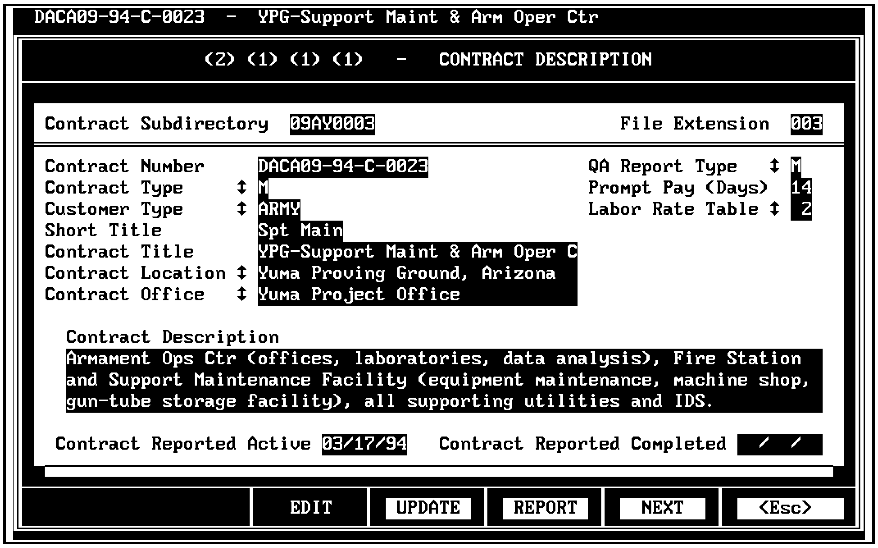
Cursor: White characters on a orange background; this allows you to easily locate your cursor when in the EDIT or UPDATE modes.

EDIT vs UPDATE: To speed data entry, fields are designated as either EDIT or UPDATE fields. The EDIT fields are usually at the top of the screen and contain data that remains relatively constant throughout the life of the project. UPDATE fields contain data which changes as the project progresses. By choosing UPDATE from the menu bar, the blue EDIT fields are skipped. The cursor begins on the more routinely changed pieces of information, making data entry more efficient. If you choose EDIT, both types of fields can be changed.

COLOR CHART		
Field Type	Character Color	Background Color
Overall Screen	Black	White
Display Fields	White	Gray
Edit Fields	White	Blue
Update Fields	Black	Orange
Cursor	White	Orange

Lookup Tables

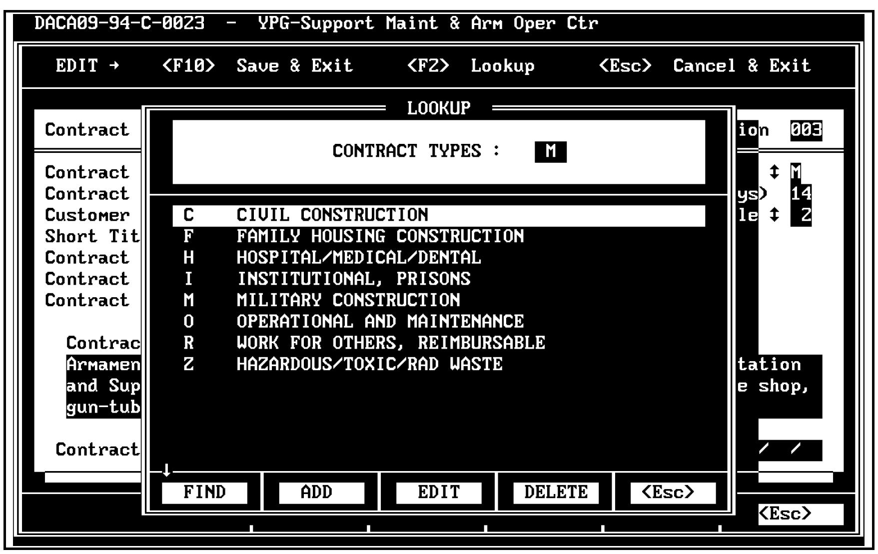
An up-down arrow symbol ↕ beside a data entry field indicates there is a lookup table available with a list of choices for that field. The screen below shows several fields with lookup tables.



Lookup Tables for:

Contract Type
Customer Type
Contract Location
Contract Office
QA Report Type
Labor Rate Table

If you know the data that should go in the field, you can type it directly, making sure that the case is correct. Generally, any entry that is not in the lookup table will not be allowed in the field. An error message will show in the red title/status bar if your entry is invalid.



Lookup Table Screen for Contract Type

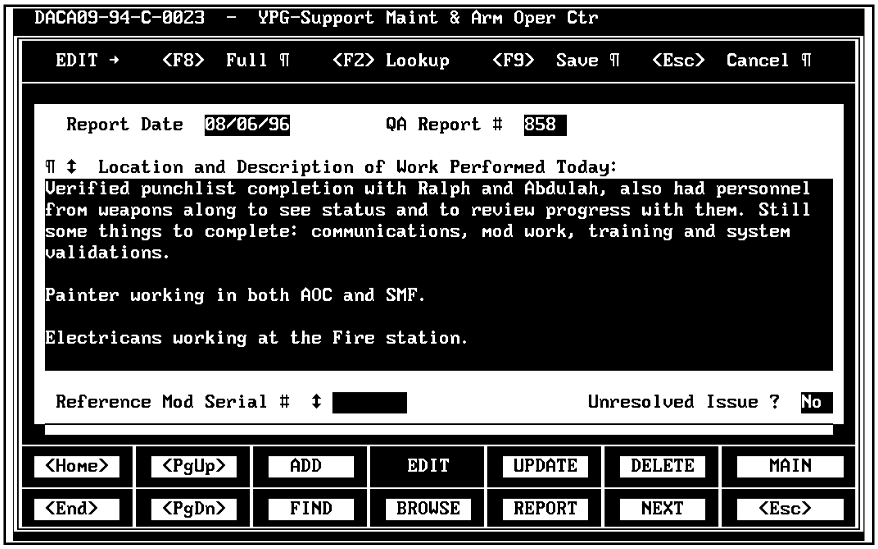
To access a lookup table, place the cursor on the field and press [F2]. Use the up and down arrow keys to highlight the selection you want and press [Enter]. RMS will automatically place this data in the field.

The arrow in the lower left corner of the lookup window indicates there is more data below the cursor. Some tables are more than one screen long.

Most lookup table screens have an Add choice on the menu bar. If the entry you need is not listed, you can add it by typing **A** to access the entry screen for this lookup table. Add the new item, press [F10] to save it and the entry can then be chosen from the lookup table.

Memo Fields

Full screen memo fields allow unlimited input. These are indicated by a paragraph symbol ¶ next to the field. One example is in QA Narratives, (2) (10) (1) (2). You have an unlimited amount of space to enter comments on a variety of QA topics. Only a certain number of lines display on the screen; however, more of the field can be displayed by moving the cursor to that field and pressing [F8]. This switches the field to full screen mode. Press [F8] again to go back to the regular display. Press [F9] to save a full screen memo field and go on to the next field.

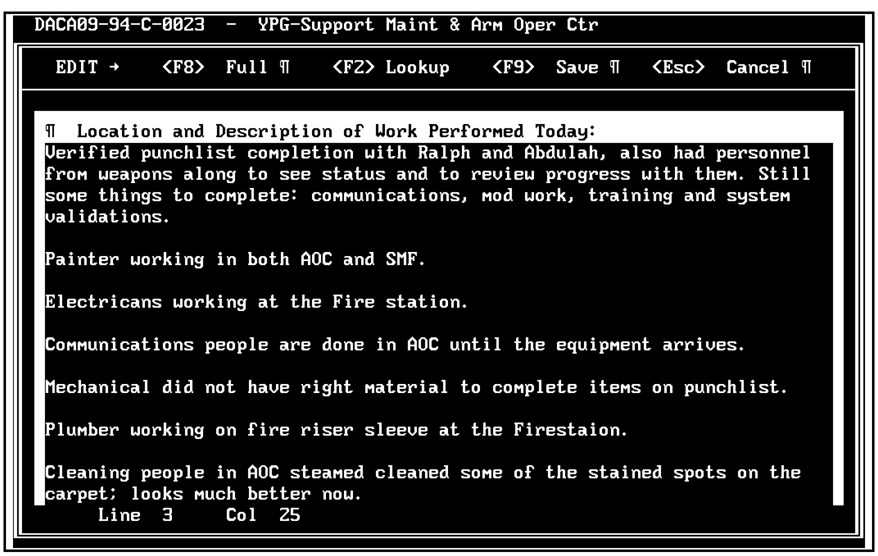


QA Narrative Screen

This screen is in regular display mode.

Note the directions in the title/status bar at the top of the screen.

In a memo field that also has the double-arrow lookup symbol, pressing [F2] accesses an import/export text function. You can write your text in a word processor then import it into the field. You can also export the text you have written and make it a part of a larger report. Text to import must be in ASCII format. Exported text is saved in ASCII format in the main RMS directory (C:\RMS in a default installation).



QA Narrative Screen in Full Screen Mode

Pressing [F8] allows you to see more of the narrative.

The Line and Column counters at the bottom of the screen help you keep track of where you are in the memo.

On-Line Help

Help Screen
Context sensitive, on-line help is available throughout the system. Pressing [F1] accesses help on your current task. An example of the help available on Briefing Packages, (4) (2), is shown below. The top of the screen will tell you the version of RMS you are using.

Each on-line help screen also includes a memo entry field (NOTES:) where you can add personal notes. To access this memo field, type **E** for Edit. Press [F10] to end editing the notes. In this way, you can add your own office reminders at various points in the system, as this example shows.

Function Keys and Key Combinations

RMS provides several short-cut keys to save time entering data.

This list of keys is displayed when you choose the KEYS option from an on-line help screen (see screen above).

Further information on how these keys work is provided on the next page.

Function Keys
[F1]Accesses the RMS on-line help screen for the current menu option or data entry field.

[F2] Accesses a lookup table for a field with the lookup symbol.
[F3] Lets you set a specific date, other than the current date, for use in data entry or report generation. This date is set within RMS only and will not affect your computer's system date or any other program. Be sure to reset the date to today when you are finished with this particular task so other RMS functions are not affected. NOTE: Rebooting your computer will also reset the date to the computer date.
[F4] When the cursor is on a date field, pressing F4 automatically enters the date you specified with F3 or, if no date is specified, enters the current computer date.
[F5] Lets you set a specific date to be printed on reports. This date will appear on all reports until it's reset or until the system is rebooted; does not change the F4 auto date.
[F6] Carries over the data entered in a field to the same field on the next added record. For example, you have several pay activities to enter for a particular feature. These activities are all being done by the same contractor. Enter the data for the first activity and press F6 while on the feature field and again on the contractor field. Each new record you enter will have these two fields automatically filled in.
[F7] Not yet implemented
[F8] Toggles full screen memo field mode on and off. Press it to access the full screen. Press it again to return to the regular display. (See page 2-9)
[F9] Saves the field and goes on to the next available field.
[F10] Saves the data and exits to the menu bar from any field in the current record.

Special Keys and Key Combinations

L Login and begin RMS or logout and return to the opening menu (depending on where you are)
M Return to the main menu
N Return to the list of projects
Q Return to the opening menu or quit RMS if you are already on the opening menu
[Esc] From a menu or input screen not in Add, Edit or Update, Esc moves backwards one level. During Add, Edit or Update, Esc cancels the entry. It deletes a record that was being added or restores the previous data to an existing record.
[Ctrl] + **Y** Deletes the current row in a memo field
[Ctrl] + **T** Deletes the current word in any field

[Alt] + [F6] Accesses the Calculator
[Alt] + [F7] Accesses the Calendar
[Alt] + [F8] Accesses the Phone Appointment table
[Alt] + [F9] Shells to DOS; type **EXIT** to return to RMS

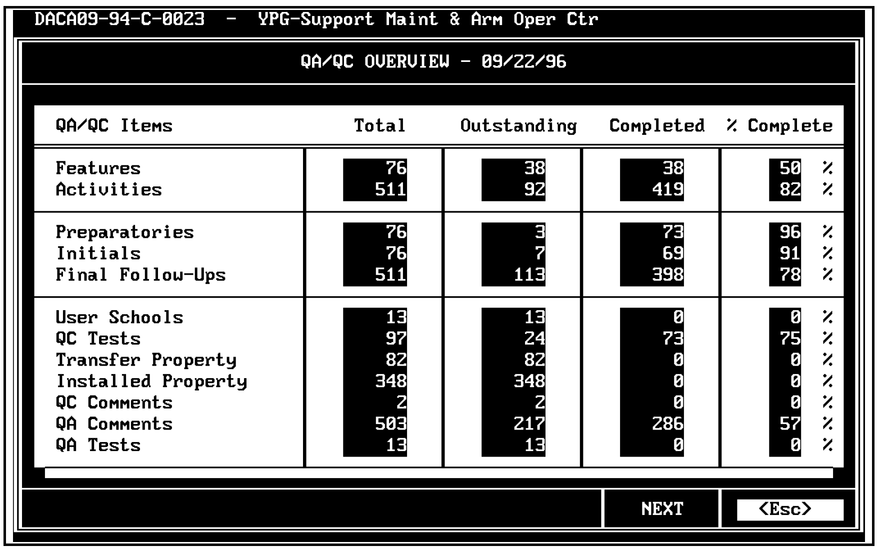
[Home] Moves the cursor to the far left of a data field or to the top record in a list.
[End] Moves the cursor to the far right of a data field or to the bottom record in a list.

The Report Option

The Report option can be accessed from any module menu or submenu and from most input screens. It has a menu structure very similar to the main menu structure. Depending on the report, the output will be directed to either the screen or the printer. Some reports have both choices. You can request multiple copies of any report sent to the printer.

Screen Overviews

A screen overview is a special kind of report that summarizes the crucial data for a topic on one screen. Overviews are available for: Milestones, Contract Finances, Correspondence, Daily QA/QC Reports, and Submittal Register. The QA/QC overview is shown below.


DACA09-94-C-0023 - YPG-Support Maint & Arm Oper Ctr

QA/QC OVERVIEW - 09/22/96

QA/QC Items	Total	Outstanding	Completed	% Complete
Features	76	38	38	50 %
Activities	511	92	419	82 %
Preparatories	76	3	73	96 %
Initials	76	7	69	91 %
Final Follow-Ups	511	113	398	78 %
User Schools	13	13	0	0 %
QC Tests	97	24	73	75 %
Transfer Property	82	82	0	0 %
Installed Property	348	348	0	0 %
QC Comments	2	2	0	0 %
QA Comments	503	217	286	57 %
QA Tests	13	13	0	0 %

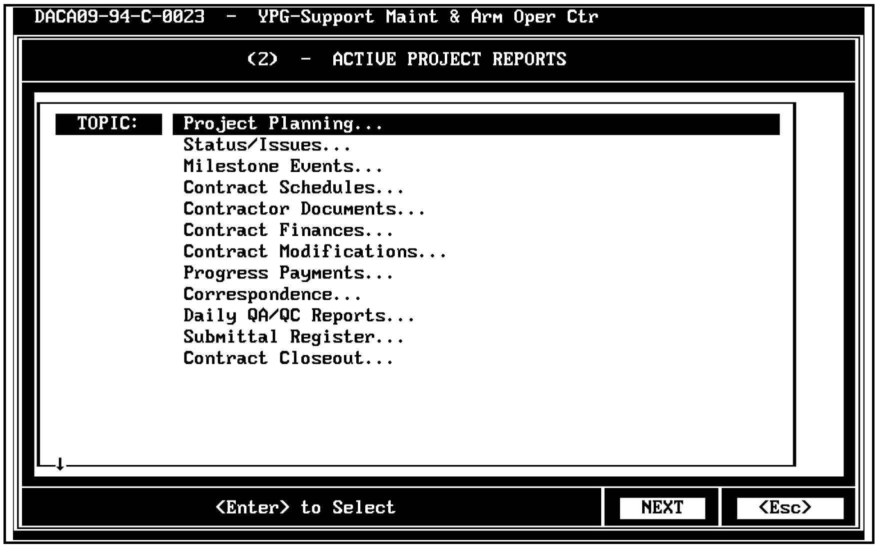
NEXT <Esc>

QA/QC Overview Screen

Samples of all the overviews are shown in their respective sections in the Project Administration chapter.

Report Access

Follow the next several screens for an example of how the report menu system works.

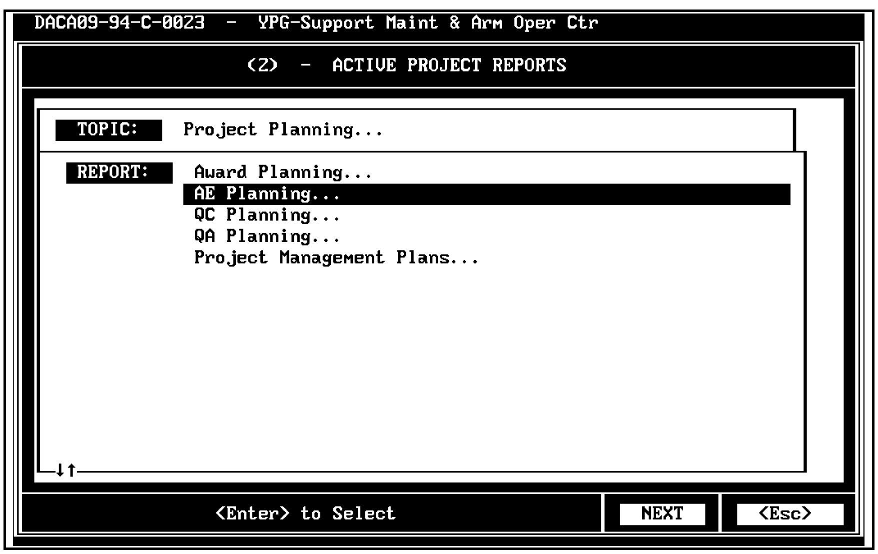


Topics for Active Projects

From the main menu, press **R** for Report and you are shown the reports available. The choices parallel the main menu.

An ellipsis (**. . .**) after a topic indicates that an additional menu of choices is available.

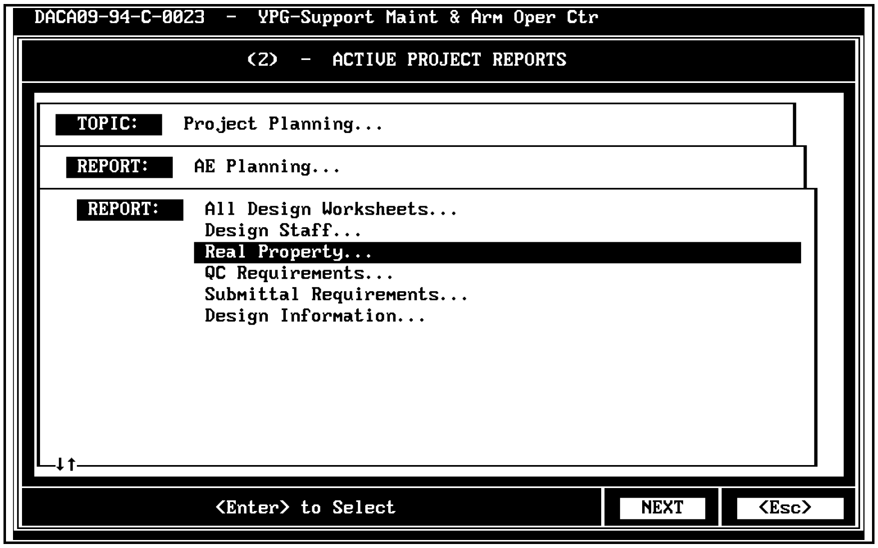
Select *Project Planning*.



Reports from Project Planning

These additional report options appear.

Again, the choices parallel the Project Planning menu.
Select *AE Planning*.

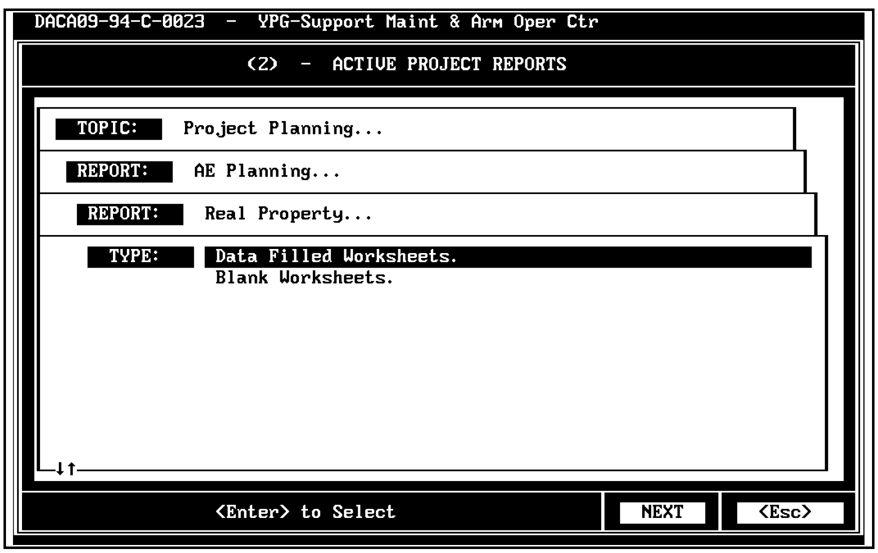


AE (Design) Planning

The report system is context-sensitive so that if you are on the Designer AE Planning menu and press **R**, you will go directly to this report screen.

This time you also have the added choice of All Design Worksheets at the top of the list.

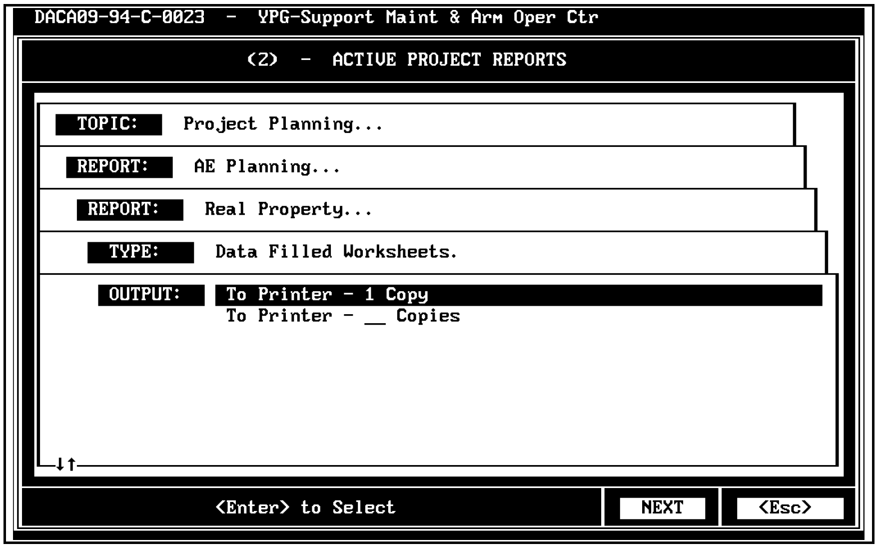
Note that at each report level you can see the titles of the previous levels, allowing you to keep track of where you are. To go back one level, press [Esc].



Choose the Report Type

The Data Filled Worksheets choice prints a report of the information already entered into RMS on this topic. Blank Worksheets prints a blank form for use in collecting the necessary Real Property data.

On this screen there are no more ellipses, indicating we are ready to print.



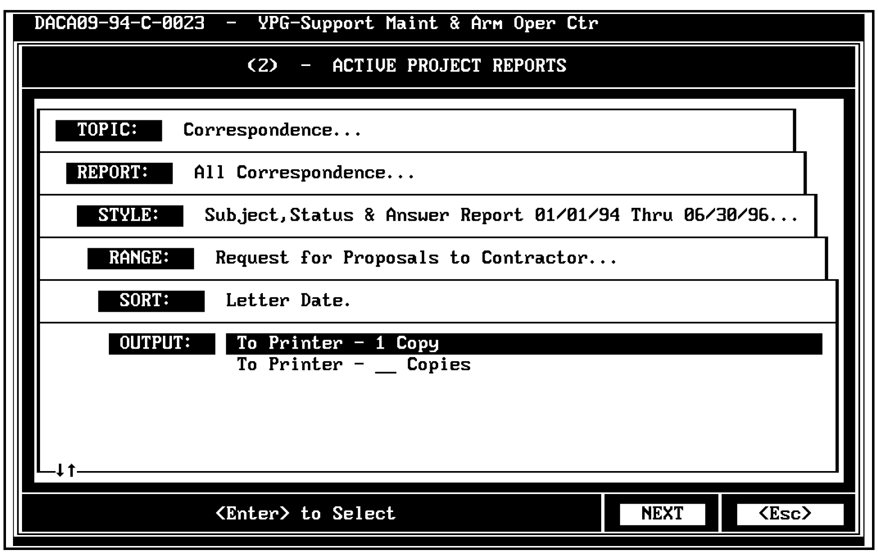
Choose the Output

Some reports will have a To Screen choice as well.

NOTE: The Next command is available on the menu bar so that the same report can be printed for another project.

In the above example, the two choices after the Topic choice are labeled Report. Each choice further defines the report. Your last choice is the Type of report you want printed. Sometimes you will have these additional choices as well:

Style: Kind of information you want included in this report
Range: Subset of the data such as date range, feature numbers, outstanding items
Sort: Order in which the data will print, for example, correspondence can be sorted by letter date, letter number or person answering



Style, Range, Sort

Style, Range and Sort choices can also include prompts or lookup tables for setting report parameters.

The Style choice on this screen includes a prompt for the dates.

Printer Not Ready

If your printer is off-line, out of paper, or not connected, this message appears indicating an error: "Something is wrong with your printer. Possible lack of paper or off-line. Do you want to retry? Yes" Either fix the problem and press [Enter] to retry or type **N** to end the printing.

CHAPTER 3: GETTING STARTED

This chapter presents the information you need to run RMS. You will learn:

how to run RMS
how to set up the system for your office
how to secure your data with the Access program
what the minimum requirements are for various modules
how to use the RMS import/export functions with your designer and contractor

Running RMS

To start RMS:

From the DOS prompt:

Change to the drive on which RMS is located.
Change to the RMS directory by typing **CD \RMS** (or whatever your directory is called).
Start RMS by typing **RMS**.

To setup RMS in Microsoft Windows 3.1 or Windows 95:

In your Windows documentation, follow the directions for setting up a new program.
Use **C:\RMS\RMS.EXE** as the command line.
Use **C:\RMS** as the working directory.
(If you did not use the default C:\RMS, type in your actual drive and directory instead.)
An icon file is included with the installation disk.

While your computer is accessing the RMS software, the U. S. Army Corps of Engineers logo with your RMS version is displayed on the screen. As soon as the files are loaded, the RMS opening menu appears.

Setting Up RMS for Your Site

(5) Office Files

Before entering project data into RMS, basic office and staff information must be entered in the Office Files module. A summary of what's required for each menu option follows. For detailed information and screen illustrations, see the Office Files chapter.

(5) (1) Office Structure
The Office Structure option allows you to enter your office and its chain of command. A sample structure is included and it's recommended that you enter the hierarchy up to the District level at least. Choose your office as the default office and your office name will appear in the opening menu title box and on reports.

(5) (2) Project Locations
Enter one location for each customer or geographical location, as appropriate.

(5) (3) (1) Office Staff - Staff Assignments
Enter each of your staff members. You will also specify whether that person will use RMS and what duties he/she will perform. Several lookup tables are created with this information so it is important that it be entered as completely as possible.

(5) (3) (2 and 3) Office Staff - RMS User Module Control / RMS User Project Control
Under these two options, you specify which parts of RMS and which projects a staff member will be able to use. This allows you to limit access to sensitive data. You must have this part set up **before** you institute password protection. To activate this control, use the Access program described on page 3-4.

(6) System Library

Libraries are databases used throughout RMS. They are organized by main menu option and contain pre-defined pieces of data. Some examples are: construction category codes, holiday calendar, contract funding types. The data included in the libraries applies to all projects.

Most of the libraries are fully set up and ready for use. However, a few need to be customized for your office. These are:

Signatures Blocks
- Contract Modifications—Enter the names of persons who will sign BCD's.
- Progress Payments—Enter the names of persons who will sign pay estimates.
- Correspondence—Enter the names of persons who will sign letters.

Policy Guidelines
- Status/Issues, Management Indicators—Enter figures for delays, cost growth and time limits allowed; different figures are entered for military and civil.
- Contract Schedule, Holiday Calendar—Enter any holidays particular to your office.
- Contract Modifications, Mod Policy—Enter default requirements and turn around times.
- Progress Payments, Payment Policy—Enter the pay request percentages for checking outstanding documents or actions, when to check retainage and what text to include as the final payment remarks.
- Daily QA/QC Reports, QA/QC Report Policy—Enter the mandatory blocks to print on the Daily QA and QC Reports.
- Contract Closeout, Post Completion Policy—Enter the day for scheduling inspections.

Mod Routing Slip
- Contract Modifications, Mod Routing Slip—Enter the list of persons for the mod routing slip.

Word Processor
- Correspondence, Form Letter Settings—Specify a DOS word processor in the Form Letter Settings if you want to generate form letters.

You may find other libraries that need additions or modifications as you use RMS. Details on how to modify these files will be found in the System Library chapter. **NOTE:** Changes made to the libraries affect all projects.

Using the Access Program

RMS comes with a password protection program that allows you to control access to RMS functions and projects. This protection is optional and is provided by a program called ACCESS.EXE on a separate diskette. By running this program you can either turn on or turn off the password protection.

NOTE: Keep this disk in a secure place and do not copy it on to your hard disk or anyone can change your protection!

Running Access

1. Before you run the Access program, set up your RMS User Module Control and RMS User Project Control, menu choices (5) (3) (2 and 3). This is summarized in the Setting Up RMS section earlier in this chapter and described in detail in the Office Files chapter.

2. Place the Access disk in one of your disk drives and, from the DOS prompt, type **A:ACCESS** (or B:, as required). Access can also be run from within Windows.

3. The Access screen is shown here. Answer Yes to turn on control and enter your RMS directory if it is not C:\RMS.

4. Press [Enter] to complete the process.

5. Now when you start RMS, the opening menu will appear but you will be required to login before you can access any of the choices.

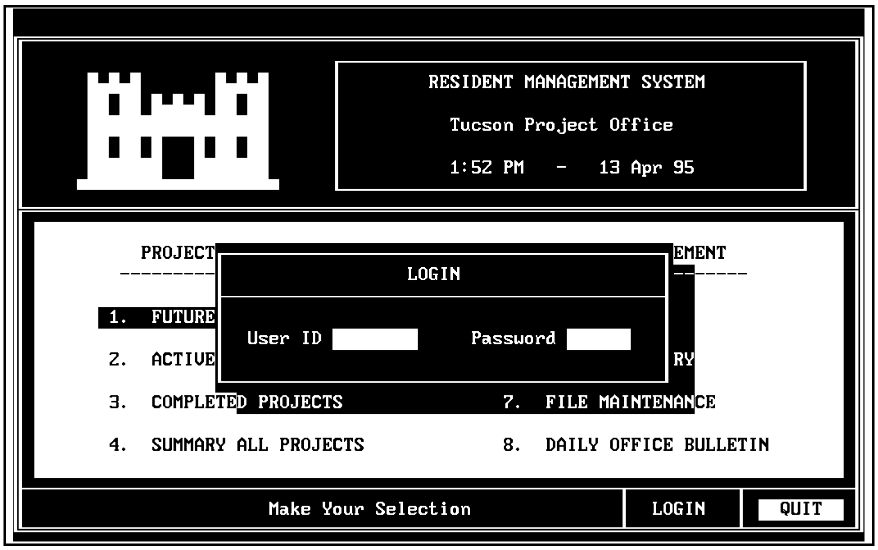
Logging In

When access control is turned on, the opening menu will have a login choice on the menu bar, as shown below. There are two ways to login:

Type **L** for login

Choose one of the menu options

With either method, the login screen appears and asks for both your User ID and your password. Enter these to access RMS. Access is limited to those items marked as Yes in the RMS User Module and Project Control screens. Menu items for which you do not have access will be shown in gray type instead of black and will do nothing if you select them.



Login Screen

The User ID is originally entered in either the RMS User Module Control screen or the RMS User Project Control Screen.

Your password is entered the first time you login to RMS. It will not show on the screen so you'll be asked to type it twice to verify that it was typed correctly. It can be one to five characters long.

Choose a password that is easy for you to remember but difficult for others to guess.

Logging Out

When you are finished using RMS and will be away from the computer for awhile, it's a good idea to logout. To do this, type **L** to logout and confirm that you want to do it. Login reappears in the menu bar and RMS is ready for the next user.

Quitting the RMS program will also logout the current user.

Minimum Requirements

Overview
While RMS is most helpful if used to its fullest, there are times you may want to use only part of the system. If your site has just installed RMS, you may want to begin with the most essential parts and gradually implement the rest as you learn more about it. You may also want to begin using RMS on an existing project without putting in all the past data.

The modular approach of RMS makes it ideal for these situations. It's designed to work **for** you, allowing you to decide what's most useful for your office.

The following sections describe what many people consider to be the most immediately helpful functions of RMS. Ask yourself what you want out of RMS and see the appropriate following section for what data must be input to produce the desired results. These sections will guide you in using RMS to:

- do pay requests
- generate mod forms and documents
- track daily progress
- produce and track correspondence
- track submittals.

See page 2-10 for details on how to add your own notes to the RMS help screens. This can help you and your staff in the beginning stages of using the system.

Basic Contract Information
To use any sections of RMS, the following basic information is required.

- In Project Planning, Award Planning:
  - Contract description
  - Project key (at least one)
- In Office Files, Office Structure:
  - RMS default office name
- In Office Files, Office Staff:
  - Staff names and assignments (These provide lookup tables for QA tasks, signature lines and correspondence.)

Progress Payments
Using the Progress Payments function makes it easy to track the status of a contractor's payment. You'll know how much has been paid so far on each activity, how much has been paid in total and what issues are outstanding. If the contractor submits his request on disk from the QC module, processing the request can be done very quickly.

Required Input:

- In Project Planning, Award Planning:
  - Project key
  - Award appropriation
  - Bid items

In Project Planning, Contractor QC Planning:
Prime contractor's name and address
Payee's name and address
Pay activities
In Milestones:
Const Contract NTP Actual Date (if not entered under project key)
In Contract Modifications:
Modifications to contract
In Progress Payments:
Previous pay estimates
Contractor's request
Government allowed earnings
Pay estimate signature (if you wish them to print on the ENG 93; selected from the progress payments signature block library)
In System Library:
Progress Payments signature blocks

Reports / Forms Produced:
Pay request worksheet
ENG Form 93 and 93a

Modifications

The documents required for a modification can be printed directly from RMS with the input of the following information.

Required Input:
In Project Planning, Award Planning:
Project key
Award appropriation
In Project Planning, Contractor QC Planning:
Prime contractor's name and address
In Contract Modifications:
Mod information (all screens)
Modification signatures (SF30 names are selected from the persons marked as CO/ACO in office staff assignments; BCD signatures are selected from the modifications signature block library)
In Office Files, Office Structure:
Local and district office addresses
In System Library:
Mod routing slip
Mod signatures blocks
Closing statements
FAR clauses
BCD related libraries
SF30 related libraries

Reports / Forms Produced:

BCD
SF30
Routing Slip
Mod documents such as a price negotiation memorandum
Mod tracking reports

Daily Reports

Using the Daily Reports function enables the quality assurance representative and the contractor to keep in sync with each other. Each has ready access to all work taking place in the project, organized in several helpful ways. If the contractor is using the QC module, the information can be exchanged by disk. Many projects have daily disk exchanges between the government and the contractor.

Required Input:

- In Project Planning, Contractor QC Planning:
  - Subcontractors
  - Features of work
  - Pay activities
  - QC requirements
- In Project Planning, Government QA Planning:
  - Government staff (must first be entered in office staff assignments)
  - Planned labor interviews
  - QA testing
  - Required verifications
  - Three phase inspections
- In Contract Schedule:
  - Feature and activity schedules
- In Daily Reports:
  - Any items that you wish to track

Reports / Forms Produced:

Daily QC reports
Form 2538 (QA report)
Outstanding issues
Inspection checklists
Keyword searches of QA and QC narratives and comments

Correspondence
Using the correspondence log allows you to easily reference any communication on the project. If you also use the Generate Letter option, you can create form letters with project specific data, greatly reducing the time required for correspondence.

Required Input:

- In Correspondence:
  - Correspondence log
- In Project Planning, Government QA Planning:
  - Government staff
- In Contract Modifications:
  - Mod information (if you will be using it in form letters)
- In Office Files, Office Structure:
  - Local and district office addresses
- In System Library:
  - Correspondence signature blocks
  - Form letter settings
  - Letter agency codes

Reports Produced:

- Overview of correspondence
- Outstanding letters
- Overdue letters
- Letters on a specified subject
- Keyword searches of correspondence

Submittal Register
Tracking submittals in RMS is another way for the government and the contractor to stay in sync with one another. Both will know on a frequent basis what the status of every required submittal is—when it was submitted, approved and transferred.

Required Input:

- In Project Planning, Designer AE Planning or Contractor QC Planning:
  - Submittal requirements
- In Submittal Register:
  - Submittal and transmittal log
  - Submittal reviewers
  - Submittals transferred

Reports / Forms Produced:

- Submittal register ENG Form 4288 (all, outstanding, overdue)
- Submittals in review
- Outstanding submittals
- Transmittal sheet ENG Form 4025
- Transmittal remarks sheet
- Submittals transferred

Using RMS with Your Designer / Contractor

RMS includes two auxiliary programs: the AE Design Module and the Quality Control (QC) module. These modules allow the designer and the contractor to exchange data electronically with the government. There are three general periods: Design, Planning and Scheduling, and Contract Progress. An overview of each follows. Detailed steps begin on page 3-13.

Design Period

1. Government:Create a project in RMS by entering the contract description. Export the data to the designer using the All A/E Planning option.
WARNING: Once the data is exported, do not make any additions or changes in the Designer AE Planning screens because they will be overwritten at the next import.

2. Designer: To import a new project, press **A** for Add from the project selection
list. To import data for an existing project, choose that project
then press **I** for import.Enter the design planning information; the
menu is the same as Project Planning, Designer AE Planning in RMS.
The submittal register can be imported from the SPECSINTACT
program. The SPECSINTACT disk can also be given directly to
the government for importing into RMS without going through the
Design module. Export the data to the government, using either
All A/E Planning or Submittal Requirements, depending on the data
entered. Again, once the data is exported, do not make any
additions or changes because they will be overwritten at the next import.

3. Government:Backup your own plan before importing, in case there are problems with the designer's plan. Import the designer's plan, from the AE Design module, SPECSINTACT or both.
WARNING: Any data imported from the designer is automatically entered into RMS, overwriting existing data. There is no Proposed option. Review the plan and make any necessary changes.
If any changes are made, prepare another export disk for the designer.

Repeat steps 2 and 3 until the design work is complete. If changes are being made to the submittal register only, use the Submittal Requirements export/import function. All imports from the designer must be complete before import of contractor data from the QC module is begun or there is a risk of overwriting information.

Contract Period—QC Planning and Contract Scheduling:

1. Government: **WARNING:** Design work must be complete and all data entered into RMS while the project is still in the Future stage, before work with the QC module begins. Otherwise, data may be overwritten. When the design work is complete, export the data to the contractor. A complete copy of the project must be included on the first export, so use the Add/Overwrite QC Project with Gov't Data choice. This data can then be used as the starting point for the contractor's own planning. The Award Appropriation and Award Bid Items must be entered and exported before the contractor can complete pay activity entry.

2. Contractor: To import a new project, use Add from the project selection menu.
To import data for an existing project, choose that project then press **I** for import. Use the QC module or other planning software to do the QC planning. When entering pay activities, be sure the bid item numbers are exactly the same as those used by the government. Pay particular attention to leading zeros, number of digits and justification. Data can be exported in SDEF (see note below) from other planning software and either imported into the QC module or given directly to the government.

3. Government: Import the contractor's data. Changes made by the contractor are placed in a Pending directory and do not overwrite any existing data in RMS until approved by the Government. Additions do not require Government approval with the exception of pay activities which must be approved or disapproved by the Government. To review and approve/disapprove the imported changes, select the Contractor Proposed Changes option for QC Planning and/or Activity schedule. All Changes can be approved in one step or optionally each change can be approved/disapproved seperately.
Export the data to the contractor. The approvals and disapprovals as well as changes made by the Government will be included in the export.

Repeat steps 2 and 3 until the contractor planning work is complete. Once the planning and scheduling are complete and the actual work has begun, the data entry switches to the ongoing work of the construction.

NOTE: For information about software that meets SDEF format requirements, see Project Management Plans (2) (1) (5), Contractor Guide—Corps Project Schedule, Topic "Submitting the Data Disk."

Contract Period—Contract Progress: Daily QC Reports, Payments and Transmittal Log:

4. Contractor: Import approved planning data from the government. Enter any data for the daily report, payments or transmittals. Check for items returned by the government, e.g. QC requirements that have been reissued. Export the data to the government; include in the export only those items which have been changed. A printed, signed Daily QC Report must also be included and is the official legal document.

5. Government: Import and review the QC report, pay requests, and transmittals from the contractor. This data does not require approval and is copied directly into the project files. Enter the government's daily report, mods and payments processed, submittals approved, etc. Export the data to the contractor. Include Libraries only if changes have been made to them. The add/overwrite QC Project option should be used only when the Contractor needs a complete copy of the project data from the Government system. ALL QC DATA WILL BE OVERWRITTEN.

Repeat steps 4 and 5 on a regular basis for the life of the project. Disk exchanges are done according to the needs of the project, but the more frequent the exchanges, the better. Some projects have daily or even twice daily exchanges.

General Guidelines

1. If the government makes changes to the contractor's data, they will overwrite the contractor's data unless the contractor has also made changes to the same data.
2. If the contractor is using planning software other than, or in addition to, the QC module, any government changes must be manually entered into that system so that it stays current.
3. Import and export only the data that you need. This is quicker, takes less disk space and decreases the margin for error.

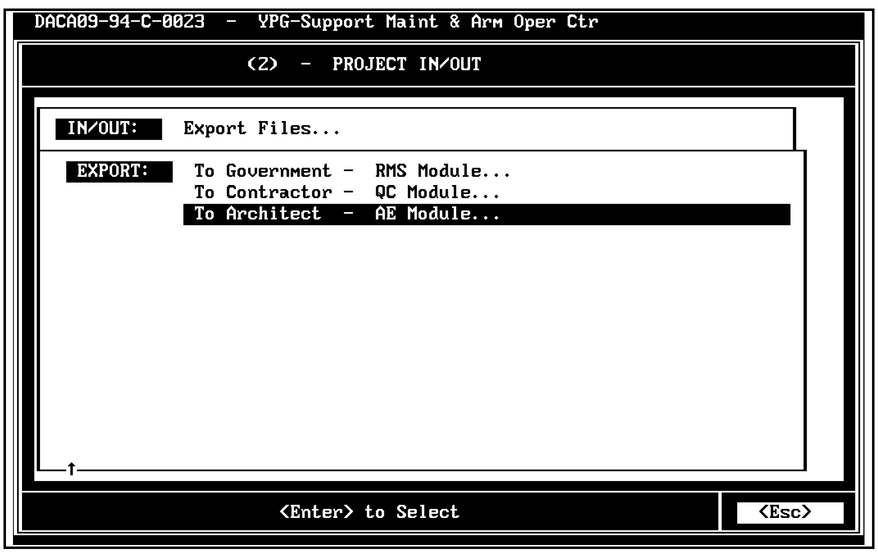
Steps to Importing or Exporting

These are the basic steps for importing and exporting data in RMS, the AE Design module and the QC module. Import and export screens for each system are shown along with a list of the possible import/export choices.

1. Choose the project with the data to import or export.
2. From the main menu or any module menu, type **I** or **O** for In/Out to access the Import / Export menu.
3. Choose either Import Files or Export Files and the entity who is receiving or sending them.
4. To export, select the data to export and insert a disk. The export must be done to an empty disk, so either use a clean disk or one whose data can be erased.
5. To import, first insert the disk so RMS (AE or QC) can read the contents. Then select the files to import from those found on the disk.

RMS Export Screen

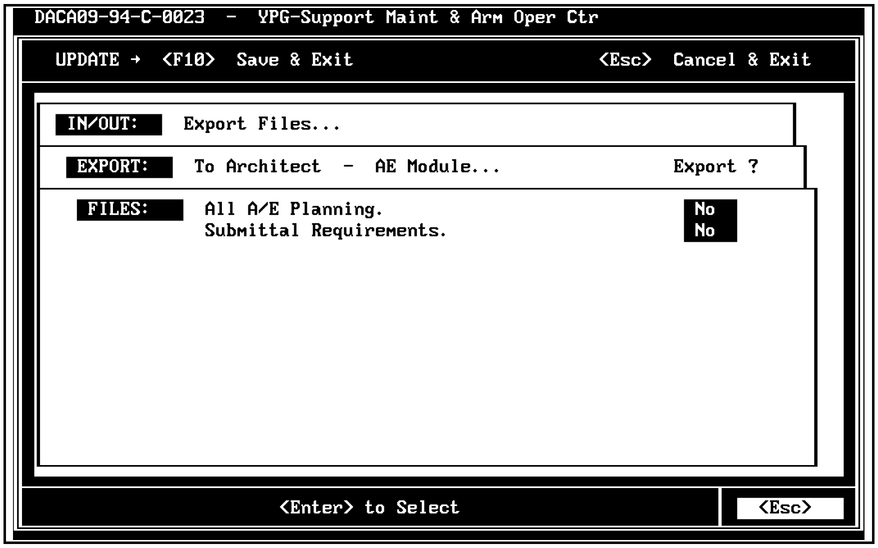
From RMS, you can export to each of the three systems listed. The type of data that can be exported is listed beside the screen.



To Government:
Submittal Register

To Contractor:
Daily QA Update
Daily QA Update w/Libraries

To Architect:
All A/E Planning Submittal Requirements



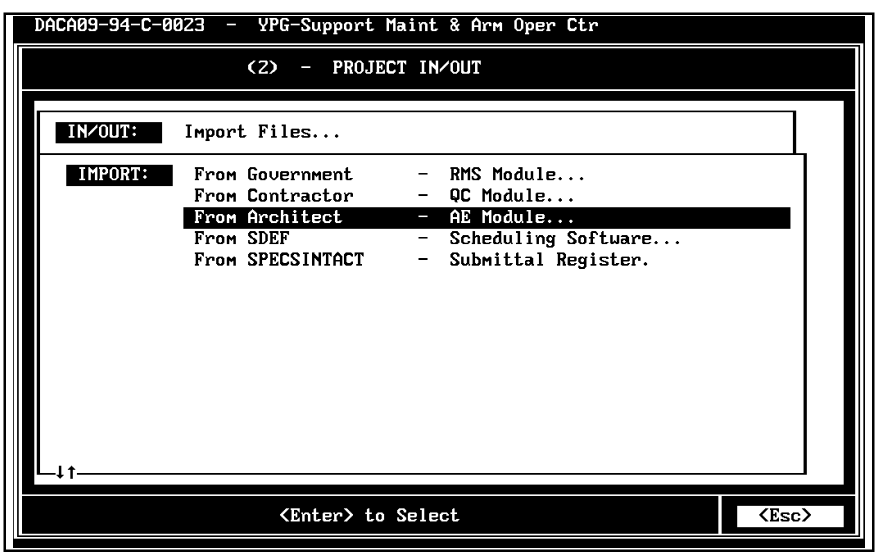
RMS Export To Architect

After you choose *To Architect*, choose the type of data to export.

Type **Y** for Yes in the Export? column for the data you wish to export.

RMS Import Screen

Besides importing from other RMS systems and the AE and QC modules, you can also import from SDEF and SPECSINTACT. The type of data that can be imported from each is listed. When you import, you must first insert the import disk so RMS can read the contents. Only then will you have the choice of which data to import. Depending on what was exported, you may not have all the choices listed below. For example, an architect can choose to export just the submittal requirements. When you choose *From Architect*, your only option will be *Submittal Requirements*.



From Government:
Submittal Register

From Contractor:
Daily QC Report
Submittal Transfers
Pay Request #
Proposed Activity Sched
Proposed QC Planning

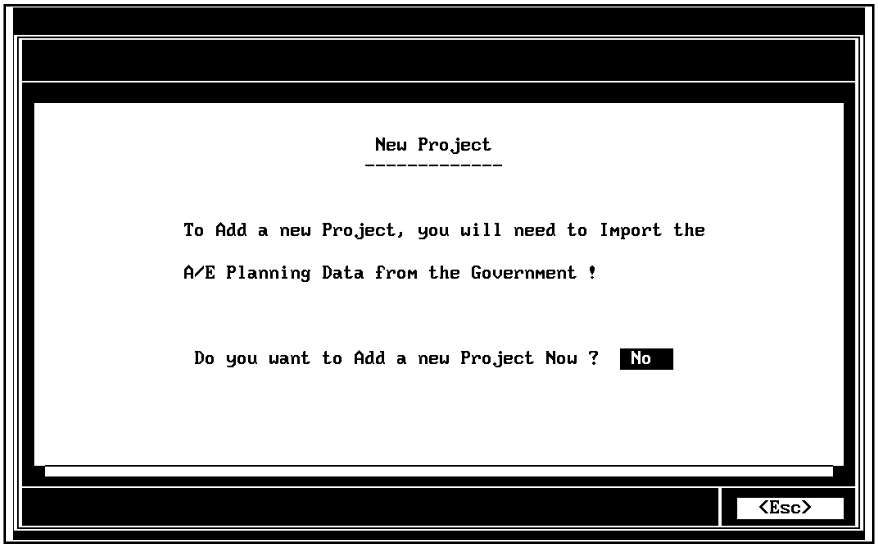
From Architect:
All A/E Planning
Submittal Requirements

From SDEF: Pay Request on Current Activities
Proposed Activities with Schedule Update

From SPECSINTACT: Submittal Register

New Projects: AE Design Module / QC module

The only way to add a new project in either the AE or QC modules is to import the initial data from RMS. When you choose Add from the list of projects, the following screen appears.



New Project Import Screen

This is the screen for the AE Design module.

The QC module reads, “To Add a new Project, you will need to Import the Daily QA Update with Libraries from the Government.”

AE Design Import Screen

Once a project has been added to the AE Design module, you have the following two options for importing additional data.

From Government:
All A/E Planning Submittal Requirements

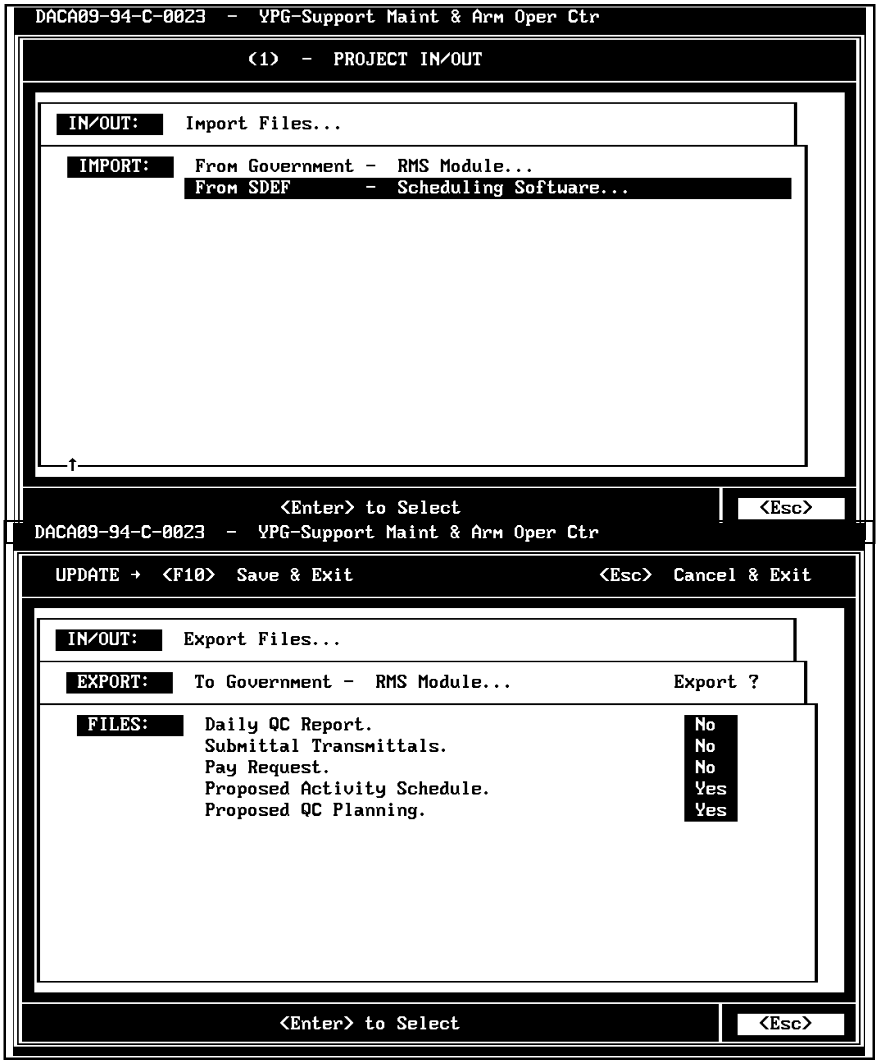
From SPECSINTACT:
Submittal Register

AE Design Export Screen

Your only choice in exporting from the AE Design module is to the government. You can export either the A/E planning data or the submittal register.

QC Module Import Screen

A new project must be added with an import disk from the government as described earlier in the AE Design section. For an existing project, you can import from either the government or from SDEF scheduling software. The types of data are listed next to the screen.



From Government:
Daily QA Update
Daily QA Update w/Libraries
Add/Overwrite QC Project Data

From SDEF:
Pay Request on Current Activities
Proposed Activities with Schedule Update

QC Module Export Screen

From the QC module, the only export is to the government. However, you can choose which data to export. The choices are shown here.

Automated QC Data Exchange

The process of exchanging QC data with the contractor has been designed to be as automatic as possible requiring almost no intervention by the contractor and a simple approval process by the Government. Although the process has been implemented to be as simple and automatic as possible, it is helpful to understand the rules that RMS uses in controlling the exchange of data.

The rules used by the system to control the automated exchange of data between the contractor and the government are both practical and simple. From a user's perspective there are only three actions that can be taken with QC Planning Data

1. Addition of a New Item
2. Deletion of an Existing Item
3. Changes to an Existing Item

As mentioned previously, RMS automates each of these actions to the greatest extent possible. In order to allow full Government control, however, a balance is required between automatic actions and actions requiring Government approval. Automatic actions occur during the import process with no user intervention required. Government approval actions occur after the data has been imported into the Government system and has been reviewed by Government personnel. The following sections discuss how RMS handles additions, deletions and changes from both the Government and the Contractor's perspectives.

Additions of New Items by the Contractor

With the exception of Pay Activities, when the contractor adds a brand new item - not currently in RMS or the QC module - RMS will automatically import the item with no approval required. This eliminates the need for the government to approve each and every addition of an item to the project. If the Government were required to approve all new additions, the system would quickly become overly cumbersome. A perfect example of this can be seen with the addition of a new submittal item. It frequently happens that a contractor needs to add a new submittal item and also transmit that item to the Government on a 4025. If Government approval were required the contractor would first have to add the submittal item. Then the new submittal item would have to be exported to the Government for approval. After approval the Government would then have to export the approved item to the contractor who could finally transmit the item on a 4025. By automatically importing the submittal item, RMS reduces this to a simple one step process. The contractor simply adds the submittal item and attaches it to a 4025 and then exports the data to the Government.

Since the addition of QC Planning data puts greater constraints on the contractor, the RMS approach of automatically adding items does not in any way lessen Government control. Pay Activities, however, are so critical in the overall management of a project that RMS alerts the Government to any new Activities added by the Contractor. After reviewing the proposed additions, the Government can either approve or disapprove the new activities.

Additions of New Items by the Government

When the Government adds a new QC Planning item the QC Module will always import the new item automatically. This gives the Government full control over the data while making the process fully automated for the contractor. Unlike in the contractor's case, if the Government adds a new pay activity, it will be automatically added to the QC System. Since the Government is in control of the data, no QC approval is required.

Note: On some occasions, the Government and the Contractor may both add the same item. In this case, the item is compared piece by piece between the Government and the Contractor and if there is any difference it will be handled as a change instead of an addition. Obviously, if the items are identical, no action is required.

Deletion of Existing Items by the Contractor

Since deleting a QC Planning item may be lessening the constraints on the contractor, RMS always alerts the Government to proposed deletions. Anytime the contractor deletes a QC Planning item the Government will be given the opportunity to review the item for approval or disapproval. This provides the Government the ability to remain in control of the project data.

Deletion of Existing Items by the Government

If the Government deletes a QC Planning item then RMS will take one of two actions. If the item that the Government is deleting has not been changed by the contractor, then the item will automatically be deleted from the contractor's system. If the item has been changed by the contractor, then the item will not be deleted. Rather, the changed item will be sent to the Government for approval/disapproval. If the Government disapproves the change, the item will then be deleted from the contractor's system.

Changes to Existing Items by the Contractor

As with deletions, changes to existing QC Planning items may lessen the constraints on the Contractor. In order to give the Government full control over changes, RMS alerts the Government to all changes made by the contractor. When the Government imports a proposed change from the contractor, no automatic action is taken and Government review is required. After review, the Government can approve or disapprove the proposed changes.

Changes to Existing Items by the Government

When the Government changes a QC Planning item, one of two actions is taken. If the contractor has not changed the same item, the Government change will automatically be imported into the contractors system. If the contractor has made a change to the item, the proposed contractor change is sent to the Government for review. The Government can then either approve or disapprove the contractors change.

RMS handles automatic changes made by the Government at the field level. This means that if the contractor changes one field of an item and the Government changes another field of an item, RMS is smart enough to automatically import the field changed by the Government. If, for example, the contractor changes the description of a submittal item and the Government changes the paragraph and the description of the same submittal item, RMS will automatically import the changed paragraph into the contractors system but will not overwrite the contractor's description.

Summary

The following table summarizes the actions taken by RMS during automated data exchange with the contractor.

Type of Change	Action taken by RMS/QC Module
Additions of new items by the Contractor	Automatically imports the new items into the Government system - except for activities which require Government approval
Deletion of existing items by the Contractor	Alerts the Government system about the proposed deletions and requires Government approval.
Change of existing items by the Contractor	Alerts the Government system about the proposed changes and requires Government approval.
Addition of new items by the Government	Automatically adds the new item to the Contractors sytem.
Deletion of existing items by the Government	Automatically deletes the item from the Contractor's system unless the Contractor has made a change to the item.
Change of an existing item by the Government.	Automatically changes the item on the Contractor's system unless the Contractor has made a change to the item. Works at the field level.

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PART II: PROJECT MANAGEMENT

CHAPTER 4: PROJECT PLANNING

This chapter outlines the process by which a new project is added to RMS. You will learn:
- what's involved in adding a project
- how to enter project planning data

New Projects

Enter a new project into RMS as soon as you have a sense that the project is valid—the sooner, the better. Having probable projects in your system allows you to project placement and estimate scheduling and personnel needs. A project can be entered with as little information as a title, contract type, customer type, projected dates, estimated duration and an estimated cost.

Future, Active or Completed Project ?

You can add a project in any of the project modules: Future, Active or Completed. No matter which module you use to enter the project, it is classified according to two milestone events. When a Contract Reported Active date is entered, the project moves from Future to Active. When a Contract Reported Completed date is entered, the project moves to Completed. These dates can be entered in the Milestones section or on the Contract Description screen.

Most of the menu options in the Future, Active and Completed Projects modules are identical in operation so only one set of directions will be given. When the modules differ, it will be noted.

Naming Project Subdirectories

Once you name a project subdirectory, **it cannot later be renamed!** Therefore, the scheme you use for naming each subdirectory is critical, especially if you backup and restore projects from one RMS system to another. For example, if you are in a Project Office and your Resident Office requires periodic updates, you backup within your RMS and the Resident Office restores within its RMS. The very real potential exists where a backup from one system will overwrite a project in another system. This would happen if they both had the same DOS directory name (e.g., two projects named FY97DORM).

When you add a new project, RMS automatically suggests a subdirectory name based on the recommended scheme below. The Office Symbol is selected from the office marked as the RMS default office. The District Code is chosen by going up the parent hierarchy from your office until a District Office is reached. The first available consecutive number in the system is used. If you have removed completed projects from your system, RMS will reuse their numbers. You can edit the suggested number if you wish, but you are strongly advised to leave the District and Office codes as is.

Recommended Naming Scheme

1. A DOS directory allows eight characters for identification. To produce a unique code across the Corps of Engineers, these eight characters are assigned as follows:

First two	District code
Next two	Office symbol
Last four	Consecutive numbers

2. As an example, the Los Angeles District code is “09,” while the Yuma Project Office (located in the Los Angeles District) has an office symbol of “CESPL-CO-AY.” No other office in that district is identified by “AY,” and no other district has a code of “09”.

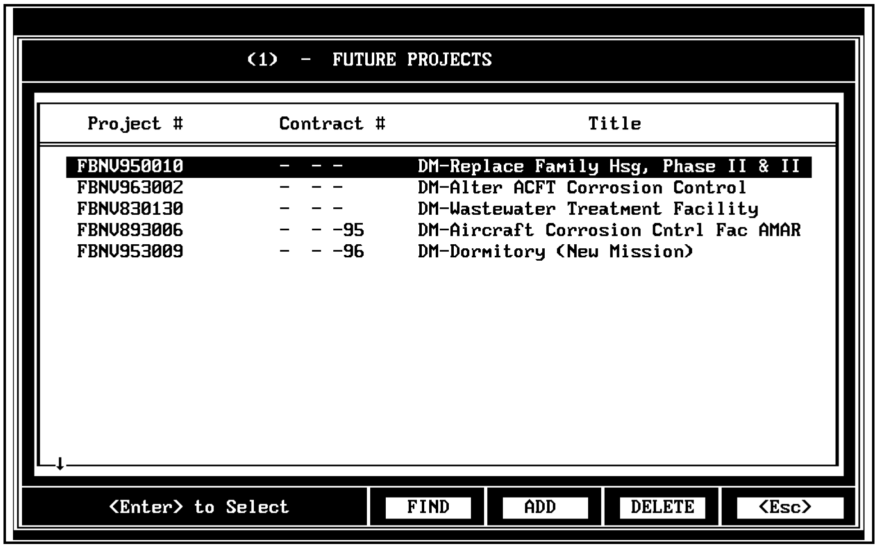
3. Using the scheme described above, the first project at the Yuma Project Office will be identified as “09AY0001” and will be unique across the Corps.

4. If this scheme is universally used, a project could be backed up from any RMS and restored anywhere else without risking overwriting another project.

Steps to Adding a Project

Follow these steps to add a new project.
1. Begin at the opening menu and choose *Future (Active/Completed) Projects*.

2. When the list of existing projects appears, type **A** to add a new project.



List of Future Projects

If you are adding your first project, this screen will be blank.

The choice to add a new project appears on the menu bar at the bottom of the screen.

3. The Contract Description screen appears; enter all the currently available data.

Contract Description Screen

For illustration, this screen shows the completed description of our sample project. Note the (2) beginning the title bar line indicating an active project.

See Project Planning section later in this chapter for input notes.

4. When you have completed this screen, press [F10]. You will be asked “Create Directory and Files for New Project?” Type **Y** for Yes and a new directory with all the files necessary to begin a project will be created. If you type **N** for No, the description screen will be erased and you will be returned to the list of existing projects.

Steps to Entering Project Planning Data

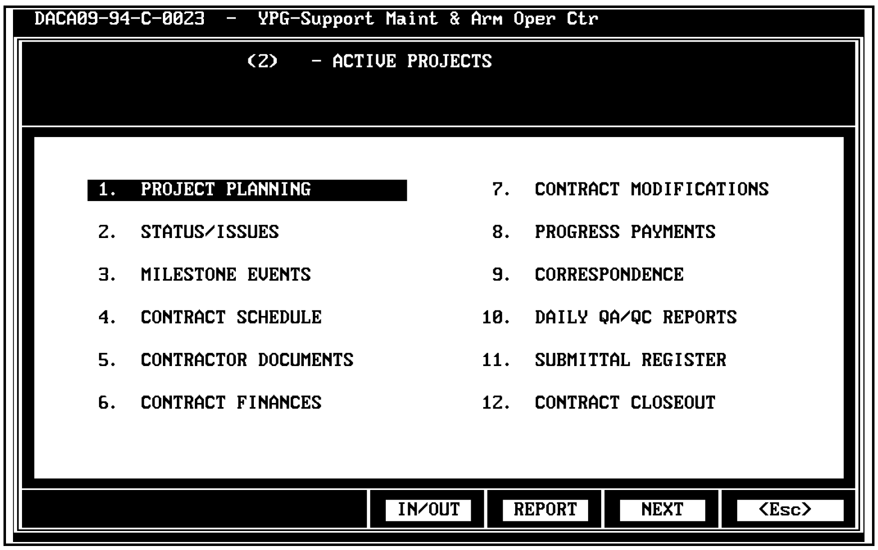
Once a project has been created, you can select it from the list of projects and add, change or delete information about that project. Follow these steps:

1. Choose *Future (Active/Completed) Projects* from the opening menu. You will see the list of projects screen. (See page 4-3)

2. Move the cursor to the project for which you have additional information.

3. Press [Enter] to choose that project.

4. You will be shown the main menu, pictured below.



All projects have the first four choices.

For Active and Completed projects, choices 5-12 are also available.

Some of these choices have submenus below them. For an outline of all the menu choices, see the Menu System Outline in the appendix.

The menu choice *Project Planning* will be documented in this chapter. Because we are using an active project, the Yuma Proving Grounds Support Maintenance Facility, as our sample project, the title bar will always have a **(2)** as the first number.

Documentation for the other choices listed above will be found in the Project Administration chapter.

(2) (1) Project Planning

Overview

Project Planning encompasses all of the initial data on a project: the original design work, the funding information, and the government and contractor planning.

As soon as the project is entered, an export disk can be created for use in the AE Design module. The resulting design information can be imported back into RMS as it is completed. As appropriation amounts, award information and bid items become available, they are entered in the Award Planning section.

Once the bid items are entered and the award is made, the QC module export disk can be created and given to the contractor. The contractor submits the QC plan, the government representative reviews it and adds the QA planning information. The QC/QA process is interactive and may be done in several stages.

Input

Form 1391: This form, which is sent by a military customer to Congress to request an appropriation, contains the project title, the scope of work, an estimated cost and other descriptive information for a military project.

Design Analysis or Project Book: For a non-military project, use this document for basic project information.

AE Design Module: The disk returned by the designer contains the design staff information, real property items, anticipated adverse weather, QC requirements, submittals, and other user specified design information. This disk must be loaded before construction starts and the QC module information is loaded. If it is loaded after QC data is entered, some QC data, such as submittal requirements, may be overwritten.

SPECSINTACT disk: Designers may submit submittal registers from SPECSINTACT.

Final Design and Bid Solicitation: These documents contain a description of all bid items.

District Award CWE: S&A, E&D and other award figures can be obtained from this document.

QC/QA Worksheets: Blank worksheets can be printed from RMS and used to create various data input pages, e.g. features of work or QA testing.

QC Module: The disk returned by the contractor contains contractor staff, subcontractors, features of work, pay activities, additional QC requirements, submittal requirements and other user specified QC information.

SDEF disk: Contractors may submit QC information from scheduling software if it is in Standard Data Exchange Format (SDEF). This data can be imported into RMS.

NOTE: The format of bid item numbering used in the QC module or other scheduling software must be exactly the same as that used in RMS. Particular attention must be paid to leading zeroes and to the right or left justification of numbers.

Reports

Data-Filled Worksheets: For each menu choice under Project Planning, you can print a worksheet that shows all of the data entered. Samples of each are shown in the Sample Reports appendix.

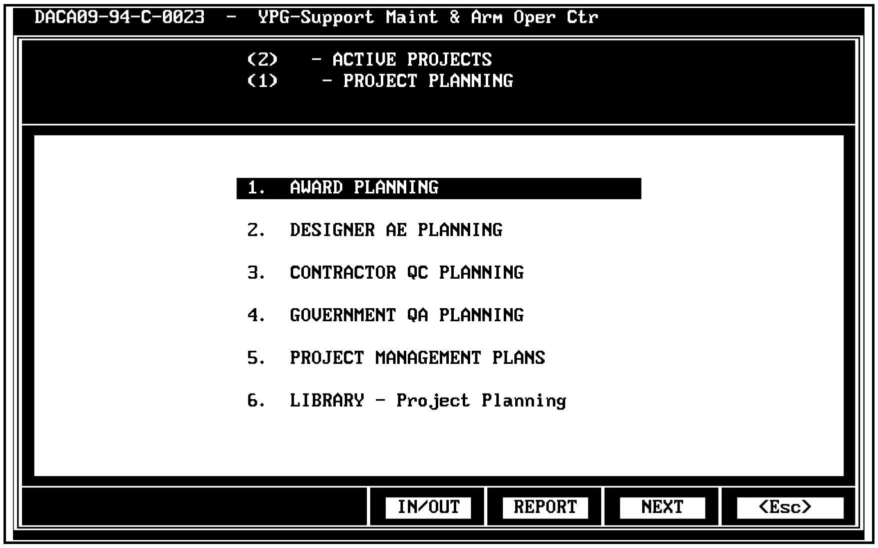
Blank Worksheets: Use these sheets to collect all of the data for this section. Even if a designer or contractor will use the AE Design/QC modules, these worksheets can help communicate what information is expected.

Libraries

Libraries accessible in Project Planning are:

- Project Plans
- Construction Category Codes
- User Defined Information
- Customer Types
- CSI Index #
- Master Work Types
- Local Work Types
- Master 3 Phase Checks
- Local 3 Phase Checks
- Feature Types

None of these libraries requires input in order to begin using RMS. You may want to add or edit some of them as you become more familiar with the system.

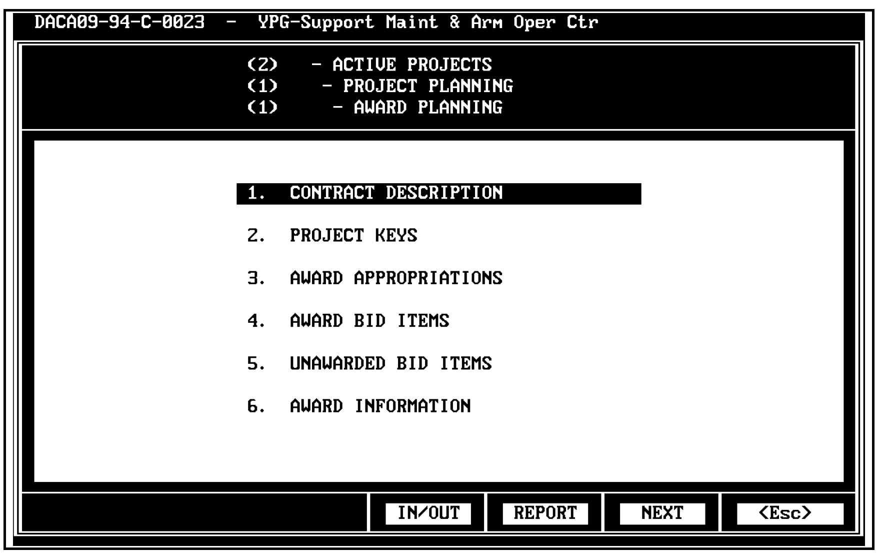


Project Planning Menu

From within the Project Planning choices, you can enter much of the basic project information long before the contract is awarded. These screens gather data about the project's scope, design, funding, property, QC requirements and so on.

(2) (1) (1) Award Planning

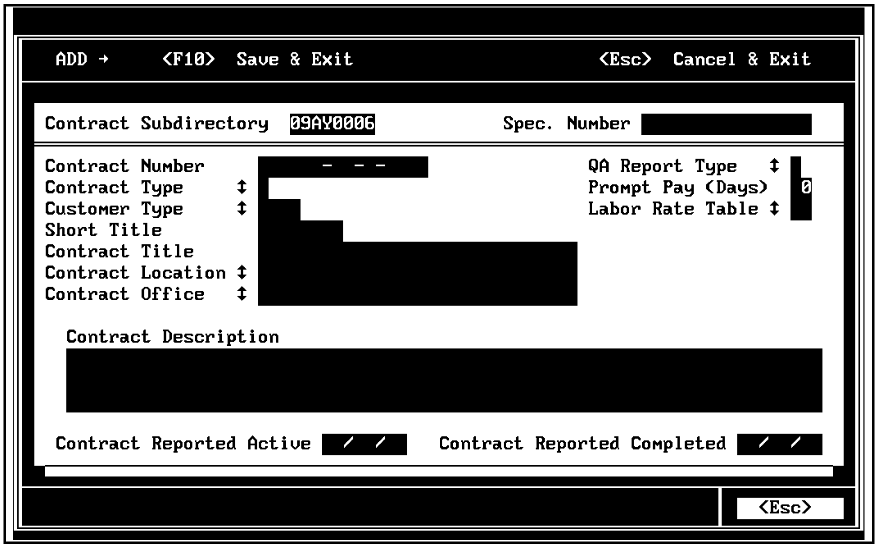
Award Planning contains screens for the basic contract description, the project keys and the early financial data related to the contract. This includes the award appropriations and all the award bid items. Unawarded bid items can also be entered.



Award Planning Menu

(2) (1) (1) (1) Award Planning: Contract Description

The Contract Description choice displays the same screen as that used when a project is added. Because this data is used in correspondence and reports, you may want to enter it using both upper and lower case.



Blank Contract Description Screen

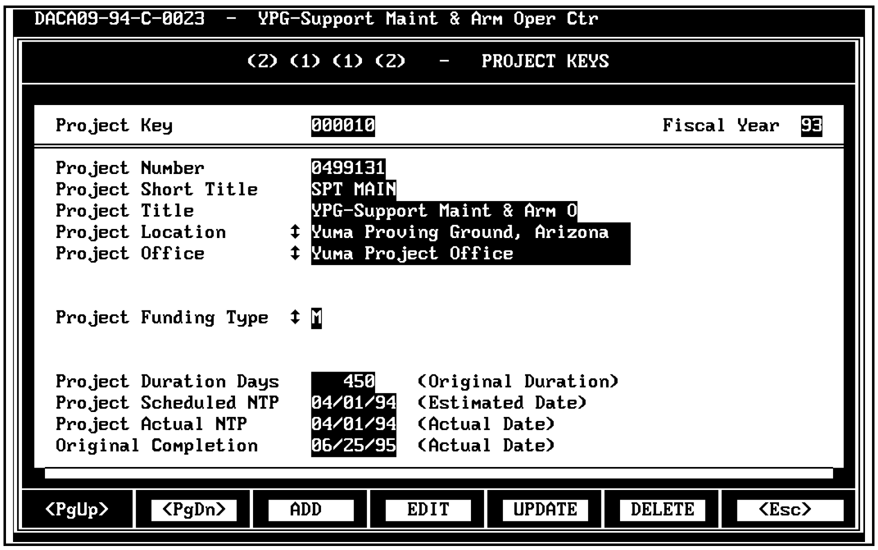
This Contract Description screen appears whenever you choose to add a project, whether it is in the Future, Active or Completed modules.

A filled in Contract Description screen can be found on page 2-8.

Contract Sub-directory	**Required** The name of the RMS subdirectory where all the data about this project will be stored. You can use up to eight alpha or numeric characters to create a unique subdirectory name. A suggested name will be given based on the recommended scheme described above. **NOTE:** Once a project is saved, the subdirectory name can't be changed.
Spec. Number	Specification number of this contract
Contract #	This number is assigned at the time of the award and appears on the contract award letter. The cursor will jump over the dashes as you enter the letters/numbers. In the case of Delivery Orders, enter the DO in the description.
Contract Type ↕	**Required / Lookup** Type of contract
Customer Type ↕	**Required / Lookup** Type of customer; what you enter here determines which set of category codes you have available in the category code lookup for real property.
Short Title	An abbreviation of the title using up to eight characters. This is used on some reports and on calendars.
Contract Title	The title of the project as it appears on funding documents or the bid solicitation. There are only 30 spaces available, so it may be necessary to abbreviate the title.
Contract Location ↕	**Lookup** The physical location of the project (from the list entered under Office Files, Project Locations)
Contract Office ↕	**Lookup** The responsible project office (from the list entered under Office Files, Office Structure)

QA Report Type ↕	**Required / Lookup** Either military or civil, depending on the contract and funding type; this entry determines the daily log format.
Labor Rate Table ↕	**Lookup** What rates of pay will be used for this project
Prompt Pay Days	How many days are allowed for payment before interest rates become effective, in accordance with the Prompt Payment Act.
Contract Description	A three line description of the project or scope of work as it appears on initial program documents or on the bid solicitation.
Contract Reported Active	Entering a date in this field changes the project from future to active and updates the corresponding milestone event.
Contract Reported Complete	Entering a date in this field changes the project from active to complete and updates the corresponding milestone event.

(2) (1) (1) (2) Award Planning: Project Keys

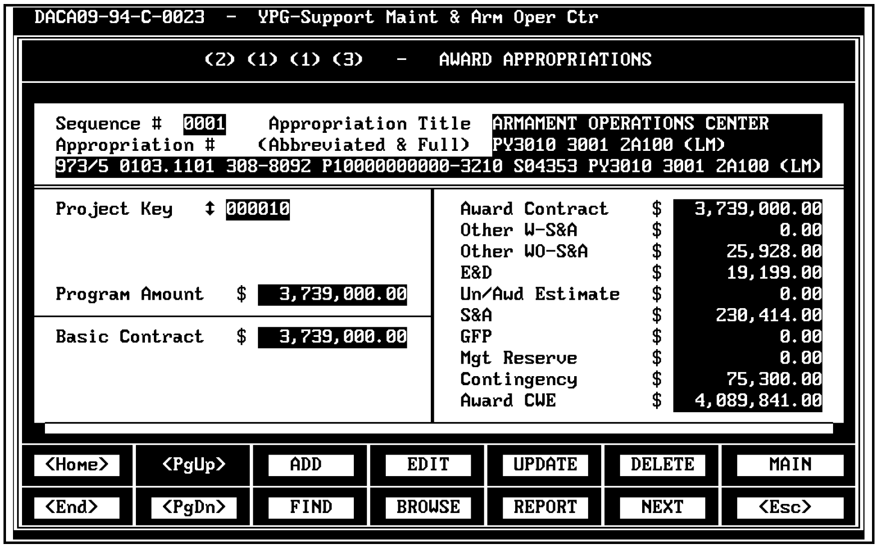


Project Key Entry Screen

Enter the project key as shown on Form 1391 or the contract award letter. The project number must be entered before an award appropriation can be entered. Occasionally, a contract will have more than one key.

Project Key	Assigned project key
Fiscal Year	Fiscal year designated for the project
Project Number	Assigned project number
Project Short Title	An eight character title
Project Title	A 25 character title
Project Location ↕	**Lookup** The actual physical location of the project
Project Office ↕	**Lookup** The responsible project office
Proj Funding Type ↕	**Lookup** The type of project funding
Proj Duration Days	The planned duration of the project
Project Sheduled NTP	The scheduled NTP date can be entered or updated either here or in the Milestones section.
Project Actual NTP	Same as above
Original Completion	**Calculated** This date is calculated from the actual NTP and the duration.

(2) (1) (1) (3) Award Planning: Award Appropriations



Appropriations Data

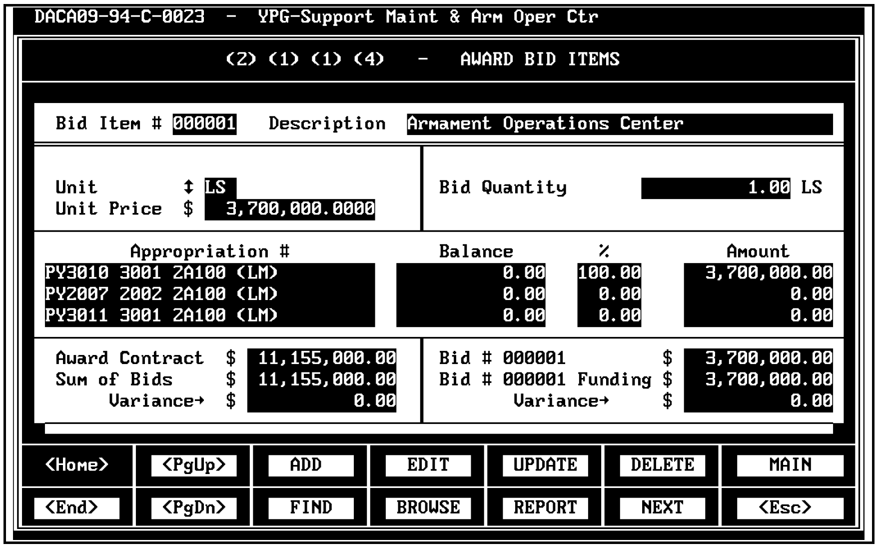
Fill out this screen for each of the appropriations for the project.

All figures are for this appropriation only.

Sequence #	Give each appropriation a sequence number; it cannot be changed
Appropriation Title	Specific part of the project for which the funds are intended
Appropriation #	
abbreviated	Last 15 characters of full number plus location code or CEFMS work item number
full	Appropriation number and supplementary accounting classification; called the fund cite
Project Key ↕	**Lookup / Required** Automatically entered if the contract has only one; otherwise, choose the applicable key.
Program Amount	The approved or anticipated maximum amount
Basic Contract	Amount of award on the contract—**this appropriation only**
Award Contract	**Display** Carried over from the Basic Contract field in previous column
Other W-S&A	Other direct expenses with S&A costs
Other WO-S&A	Other direct expenses without S&A costs
E&D	Amount for engineering and design after award of contract
Un/Awd Estimate	Amount for unawarded work or options
S&A	Amount for supervision and administration
GFP	Value of government furnished property or equipment
Management Reserve	Management reserve available for this project
Contingency	Contingency allocated for this project; must be input for modifications to be processed
Award CWE	**Calculated** Sum of column is the Current Working Estimate (CWE)
Basic Contract Funding @ Award	**Civil Contracts Only** — This field appears in the lower left part of the Award Appropriations screen for civil contracts, which are usually only partially funded at the beginning.

(2) (1) (1) (4) Award Planning: Award Bid Items

Bid items can be entered as soon as the design is finished. Information can be found in the Final Design or in the Bid Solicitation. Financial information can be entered after the award is made.



Bid Items

Enter each of the bid items here.

RMS keeps a running total of the bid items, how they are funded and the balance left of each appropriation.

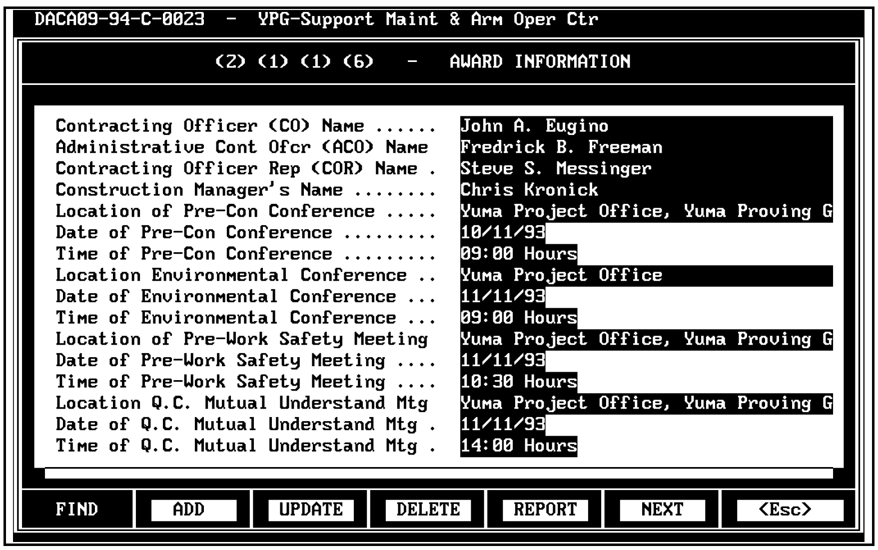
Bid Item #	Number the bid items as you enter them. Once entered, the number cannot be changed. Leading zeroes are recommended.
Description	Self explanatory
Unit ↕	**Lookup** Unit of measure
Unit Price	Self explanatory
Bid Quantity	Number of units in the bid; for a Lump Sum unit, 1 is automatically entered.
Appropriation #	**Display** The abbreviated number of each appropriation is displayed here.
Balance	**Calculated** As you enter bid items, the balance of funds left in the award contract of each appropriation is displayed.
%	Enter the percent of the bid item funded by each appropriation; the amount will be calculated
Amount	Enter the amount of the bid item funded by each appropriation; the percent will be calculated
Award Contract	**Display** Sum of all the award contracts (from award appropriation screens)
Sum of Bids	**Calculated** A running total of the bid items entered
Variance	**Calculated** Balance of award contract remaining
Bid # ___	**Calculated** Unit price times bid item quantity
Bid # ___ Funding	**Calculated** Sum of Amount column above
Variance	**Calculated** Balance of bid item left to fund

(2) (1) (1) (5) Award Planning: Unawarded Bid Items

This option provides a way to track optional bid items that were not funded. Enter the same data as for award bid items above. Because no contract has been awarded for these items, there are no contract figures in the bottom left of the screen. If funding is awarded later, a modification will be done and this bid item can be selected as the bid item for the modification. If so, the item will be automatically deleted from this list.

(2) (1) (1) (6) Award Planning: Award Information

The Award Information choice allows an office to track information not otherwise included in RMS. The fields shown below are the default fields set up for Award Information in the System Library, User Defined Information. You can add, change or delete these to suit the requirements of your office.



DACA09-94-C-0023 - YPG-Support Maint & Arm Oper Ctr

(2) (1) (1) (6) - AWARD INFORMATION

Contracting Officer (CO) Name	John A. Eugino
Administrative Cont Ofcr (ACO) Name	Fredrick B. Freeman
Contracting Officer Rep (COR) Name .	Steve S. Messinger
Construction Manager's Name	Chris Kronick
Location of Pre-Con Conference	Yuma Project Office, Yuma Proving G
Date of Pre-Con Conference	10/11/93
Time of Pre-Con Conference	09:00 Hours
Location Environmental Conference ..	Yuma Project Office
Date of Environmental Conference ...	11/11/93
Time of Environmental Conference ...	09:00 Hours
Location of Pre-Work Safety Meeting	Yuma Project Office, Yuma Proving G
Date of Pre-Work Safety Meeting	11/11/93
Time of Pre-Work Safety Meeting	10:30 Hours
Location Q.C. Mutual Understand Mtg	Yuma Project Office, Yuma Proving G
Date of Q.C. Mutual Understand Mtg .	11/11/93
Time of Q.C. Mutual Understand Mtg .	14:00 Hours

FIND | ADD | UPDATE | DELETE | REPORT | NEXT | <Esc>

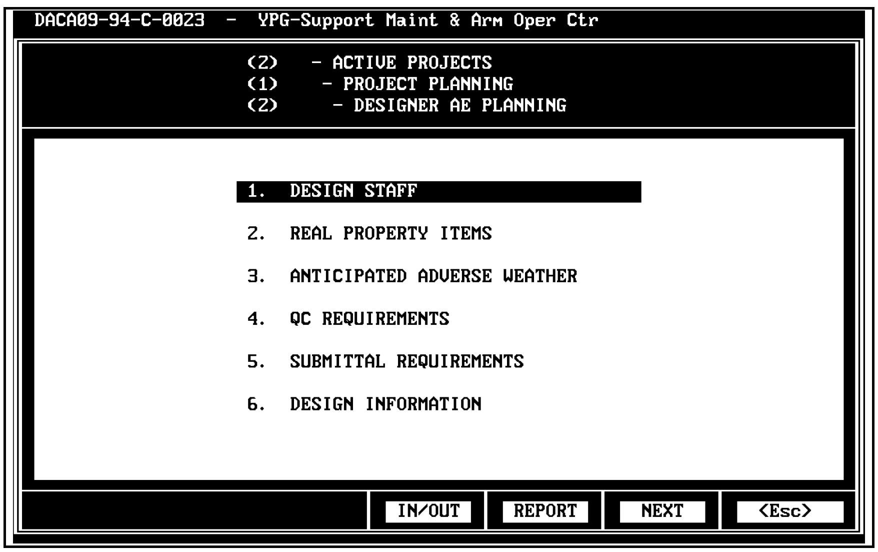
Enter the information requested. If your office has entered a help message for the field, you can access it by pressing [F1].

(2) (1) (2) Designer AE Planning

Designer AE Planning contains screens for entering the early project design information from either an AE (when the design is done separately) or the contractor (in a design/build contract.)

If your site uses the AE Design module, all of the information in this section can be imported electronically. An export disk can be prepared for the designer as soon as you have created the project. The only information needed is that required on the contract description screen. Directions and guidelines for using the import/export function can be found in the Getting Started chapter section “Using RMS with your Designer/Contractor.”

If you are entering the design data manually, blank worksheets can be printed from RMS and used to collect the data.



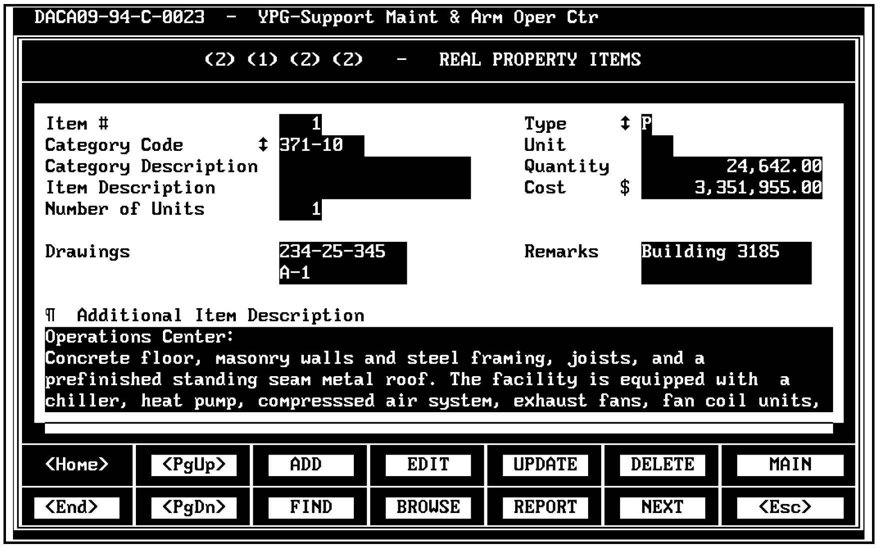
Designer AE Planning Menu

Designer AE Planning has a submenu with six choices.

(2) (1) (2) (1) Designer AE Planning: Design Staff

Enter the name, address, phone number, and fax number of both the COE project manager and the architect/engineer.

(2) (1) (2) (2) Designer AE Planning: Real Property Items



On this screen, enter any real property items which will be transferred to the customer on completion of the project.

This information will be used later to complete DD Form 1354.

Item #	Automatically filled in with the next sequential number
Category Code ↕	**Required / Lookup** Codes in the lookup depend on the customer type you entered in the contract description.
Category Desc	Automatically filled in from the category code table
Item Description	Description of the real item being entered
Number of Units	How many of the items in the description above
Type ↕	**Lookup** Permanent, Semi-permanent or Temporary
Unit	Unit of measure; automatically filled in from the category code table
Quantity	How many of the category code units, e.g., the number of square feet
Cost	Total cost of item (does not calculate from quantity; you must figure the cost and enter it)
Drawings	Number of the associated drawings
Remarks	Any brief remarks
Add. Item Desc ¶	**Memo** For additional information on this item

(2) (1) (2) (3) Designer AE Planning: Anticipated Adverse Weather

Enter the number of weather delay days you anticipate each month. The actual delay days are entered in the Daily QA Log, (2) (10) (1 or 2) (1). A form letter macro, under Project Data, QA/QC Data, is available to take these two entries and compute the number of days a contractor is due at the end of each month.

The information to complete this screen should be coordinated with the table in the contract General Requirements, entitled “Time Extensions for Unusually Severe Weather.” It is usually based on a five day work week.

(2) (1) (2) (4) Designer AE Planning: QC Requirements

This option provides a way for you to enter the quality control requirements defined in the project specifications. In Daily QA/QC Reports (2) (10), you monitor whether or not the requirement has been met. If your site uses the AE Design module, all of the information in this section can be imported electronically. An export disk can be prepared as soon as the bid items are entered.

There are four kinds of QC Requirements:

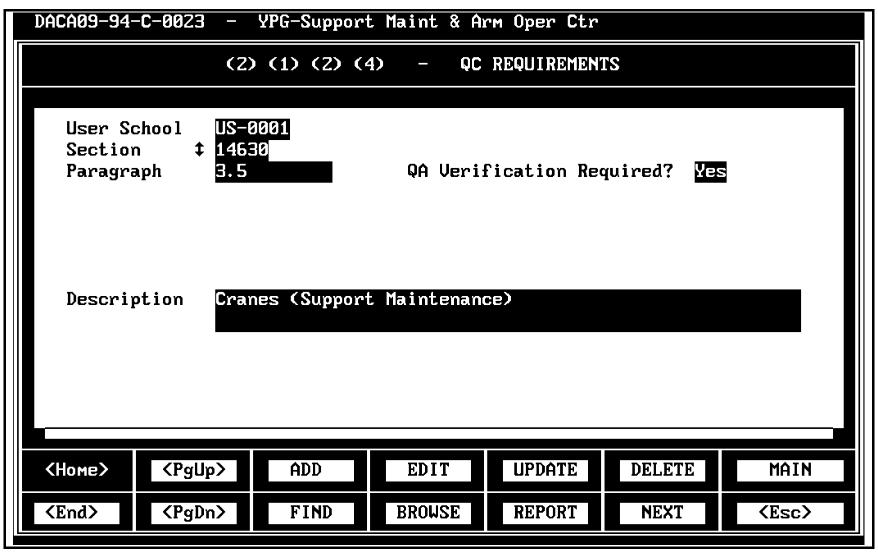
- User School
- QC Testing
- Transfer Property
- Installed Property

When you choose QC Requirements, a pop-up list appears and you must then choose the type of requirement from the above list. An All QC Requirements choice allows you to add or update any of the types.

After the first Add, pressing Add again displays another pop-up list with these choices:

MANUAL ADD: for adding requirements one at a time

MULTIPLE ADD: for copying existing schools, tests or property; any number of entries can be copied any number of times. This feature can speed data entry when there are several similar items to be entered.



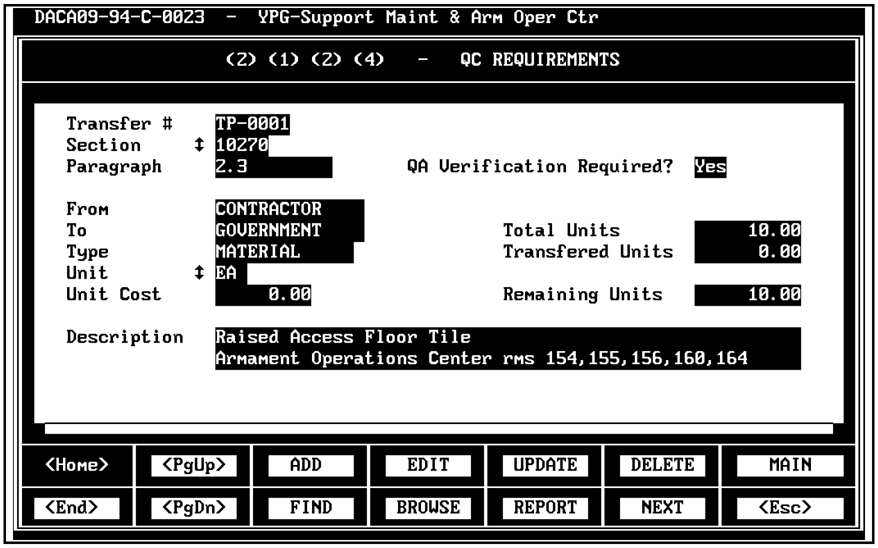
User School/QC Testing Entry Screen

This is the User School screen.

On the QC Testing screen, the first field is labeled QC Testing #, but otherwise the screens are identical.

User School or Automatically filled in with US for User School or CT for QC Testing #

QC Testing #	QC Testing and the next sequential number
Section ↕.	Lookup Specification section number where the school or test is referenced Paragraph Specification paragraph number
QA Verification Req.	If **Y** for Yes is entered here, this requirement will appear on the Verify QC Requirements list under Daily QA/QC Reports (2) (10) (1 or 2) (5)
Description	Describe the school or testing.

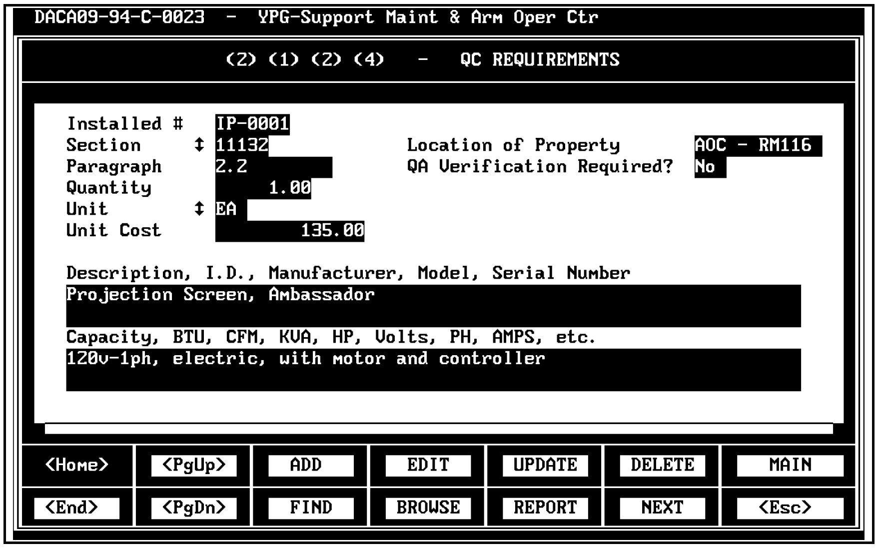


Transfer Property Entry Screen

Transfer property includes keys, tools, spare parts and similar items that will be transferred to the contractor during construction or to the customer at the end of the project.

This information will be available to complete a DD Form 1149.

Transfer #	Automatically filled in with TP and the next sequential number
Section ↕	**Lookup** Specification section number where the property is referenced
Paragraph	Specification paragraph number
QA Verification Req	If **Y** for Yes is entered here, this requirement will appear on the Verify QC Requirements list under Daily QA/QC Reports (2) (10) (1 or 2) (5)
From	Who will be transferring the property
To	Who will receive the property
Type	Category of property being transferred
Unit ↕	**Required / Lookup** Unit of measure
Unit Cost	Self explanatory
Total Units	Self explanatory
Transferred Units	How many have been transferred to date
Remaining Units	**Calculated**
Description	Self explanatory



Installed Property Entry Screen

Installed property includes light and plumbing fixtures, smoke detectors and similar items that will be installed as part of the project.

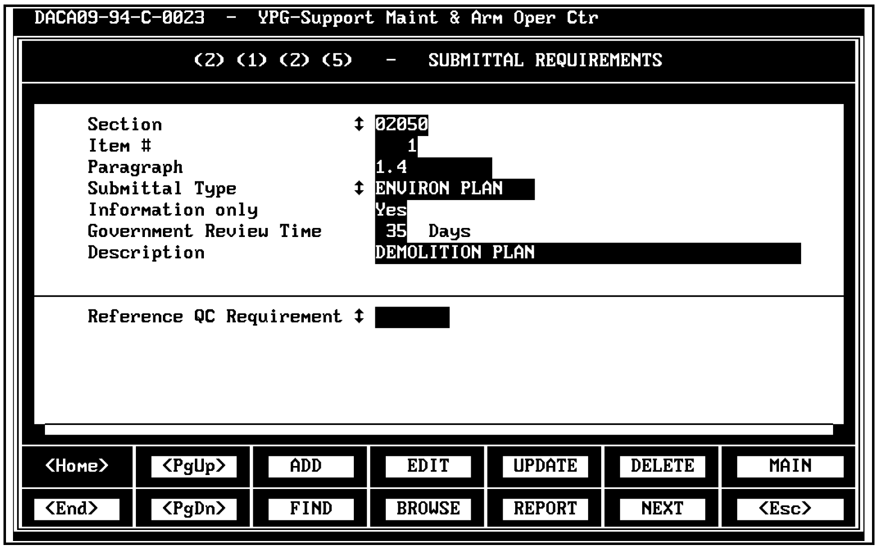
This information will be available to complete an Installed Property List.

Installed #	Automatically filled in with IP and the next sequential number
Section ↕	**Lookup** Specification section number where the property is referenced
Paragraph	Specification paragraph number
Quantity	Number of units
Unit ↕	**Required / Lookup** Unit of measure
Unit Cost	Self explanatory
Location of Property	Brief description of where property can be found
QA Verification Req	If **Y** for Yes is entered here, this requirement will appear on the Verify QC Requirements list under Daily QA/QC Reports (2) (10) (1 or 2) (5)
Description, etc.	Self explanatory
Capacity, etc.	Self explanatory

(2) (1) (2) (5) Designer AE Planning: Submittal Requirements

Submittal items are defined throughout the project specifications. Some of the items are identified by SD-# in the specs while others are defined by the designer or the contractor. To ensure that all items have been submitted prior to performing the work or before payment is made, submittal items may also be attached to QC requirements.

Submittal requirements can be imported from the SPECSINTACT system, the AE Design module or the QC module.



Submittal Requirements Entry Screen

The initial submittal requirements from the design staff are entered here.

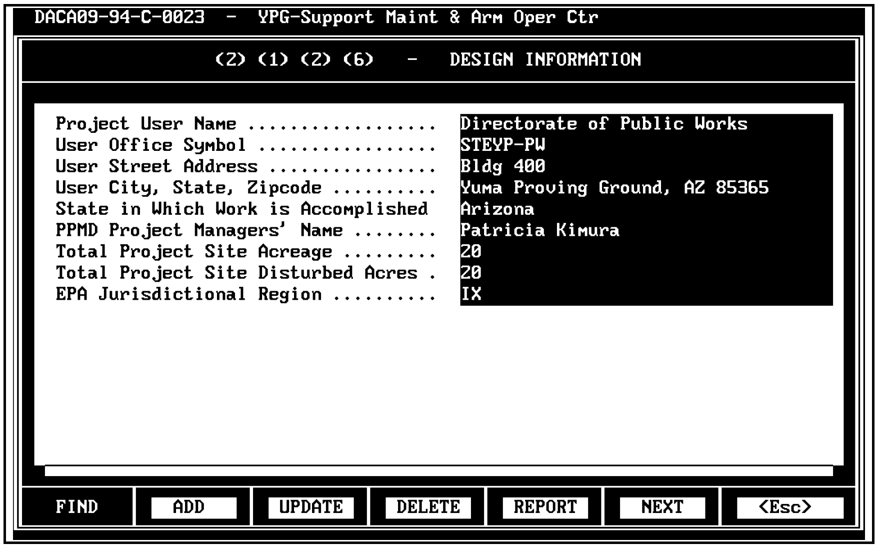
Further information from the contractor will be entered later under Contractor QC Planning.

To speed data entry, use the [F6] Carry Over key for the section, paragraph and submittal type fields.

Section ↕	**Lookup** Specification section number that requires the submittal; cannot be changed once record is saved
Item #	Automatically filled in sequentially by section number; cannot be changed once record is saved
Paragraph	Specification paragraph number
Submittal Type	**Lookup** Submittal type, e.g. drawings, certificates, manuals
Information only	**Y** for Yes or **N** for No; a No entry will indicate government action is required.
Gov't Review Time	The default for this project is filled in; change it if appropriate (the default is originally entered in (2) (1) (4) (1), Government Staff)
Description	A brief description
Reference QC Req ↕	**Lookup** If applicable, choose from the QC requirements entered for this project

(2) (1) (2) (6) Designer AE Planning: Design Information

The Design Information choice allows an office to track information not otherwise included in RMS.



Design Information Entry Screen

The fields to appear on the entry screen are defined in the System Library, User Defined Information.

(2) (1) (3) Contractor QC Planning

The information in this section is either entered directly into RMS or is entered into the QC module and then imported into RMS. In both systems, the menu choices and data entry screens are the same.

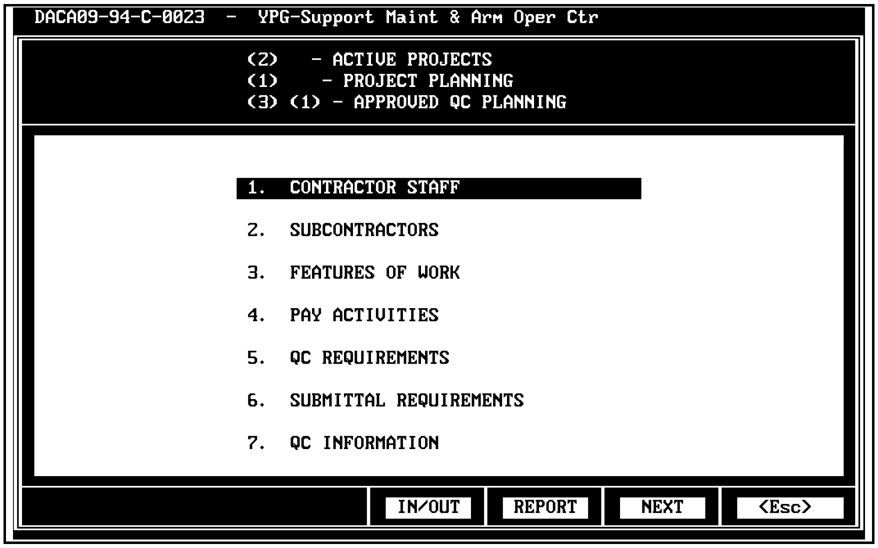
When data is being exchanged through importing and exporting, the government has the opportunity to review the work of the contractor before incorporating it into their own system. Choosing QC Planning brings up the following menu.

QC Planning Menu

(2) (1) (3) (1) Approved QC Planning: All of the data in this section has been reviewed and approved by the government, hence the name. The data is entered either manually from paper data received from the contractor or electronically from Proposed QC Planning. The government can enter and update the data with this choice.

(2) (1) (3) (2) Imported QC Planning: This menu choice allows the government to look at the data imported from the contractor. The data is displayed as white on gray and cannot be edited. If you are not importing data electronically, these screens will be blank. The submenu choices are the same as in (2) (1) (3) (1) above.

(2) (1) (3) (3) Contractor Proposed Changes: This option displays changes imported from the contractor. After review, the government can selectively approve/disapprove the proposed changes.



Approved/Proposed QC Planning Menu

(2) (1) (3) (1) (1) QC Planning: Contractor Staff

There are four screens for this data entry item (see upper right corner). They are edited one at a time, that is, press **E** or **U** on the first screen, make your changes and press [F10]. Then press [PgDn] to access the second screen. Most of the information is self explanatory. On screen one, the responsibility code defaults to 0001 but can be changed. Enter the name, address and phone as these are used on forms and reports. Also, make sure the payee name and address are correct; these are often different from the name on top. On the second screen, category assignments indicate which work the QC staff member is responsible for inspecting. It is a lookup field; the categories are stored in the Work Category Codes in the System Library.

If the contract is administered by the SBA, the blocks on the third screen should be entered as “Yes.” This will show the SBA as the prime contractor on the SF30 and will prepare a tripartite agreement for modifications. The low bidder will still be treated as the prime contractor in all other areas. On the fourth screen, indicate the scheduled work days.

(2) (1) (3) (1) (2) QC Planning: Subcontractors

Add a record for each subcontractor, entering the name, trade, address, POC and phone numbers. These are needed to track contractor documents and to relate activities and submittals to the contractor doing the work. The responsibility code is assigned by the contractor for each sub and must be unique. Trades is a lookup field; the choices are stored in Contractor Trades in the System Library.

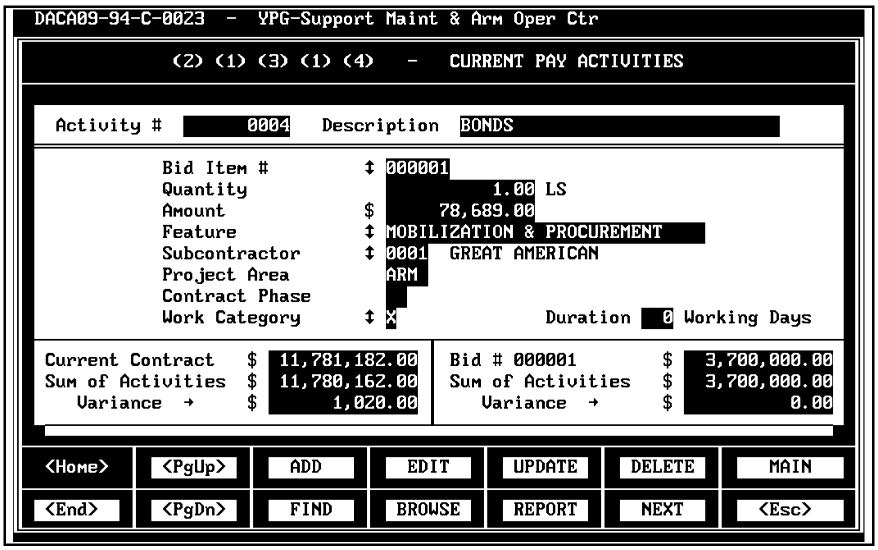
(2) (1) (3) (1) (3) QC Planning: Features of Work

Features of Work are general categories of construction work that are referenced in the contract specifications. A feature can also be thought of as any phase of work requiring a preparatory inspection. In RMS they are tied to work types which are tied to three phase checks. As such, they are integral to the power of RMS to print inspection worksheets and should be thought though carefully. At this point in RMS, you will enter only the feature and the schedule for the initial inspection (entered as days after the preparatory).

(2) (1) (3) (1) (4) QC Planning: Pay Activities

Pay Activities are defined as the activities from the project NAS, bar chart or other method of scheduling the work. They include the items on which a contractor is paid. The sum of those activities must equal the current contract amount. (Lower section of screen provides running totals.)

NOTE: Entering pay activities correctly is critical. The progress payment option will not allow payment when either the activities assigned to a bid item exceed the bid item amount or when the sum of all the activities exceeds the total contract amount.



Pay Activity Screen

Add activities for each bid item until the Sum of Activities field on the right equals the amount designated for the bid item.

Continue through all bid items until the Sum of Activities field on the left equals the amount of the contract.

To speed data entry, use the [F6] Carry Over key for the feature, subcontractor, project area, contract phase and work category fields.

Activity # — Assign a number to each activity
Description — Self explanatory
Bid Item # ↕ — **Lookup** Appropriate bid item for this activity
Quantity — Determined by bid item; usually defaults to 1.00 LS (lump sum); when the bid requires a quantity, enter the number
Amount — The dollar amount for this activity. For a lump sum, enter the amount. If a quantity is entered above, this amount will be calculated.
Feature ↕ — **Lookup** Applicable feature from those entered for this project
Subcontractor ↕ — **Lookup** Subcontractor performing the work
Project Area — Area of project for activity, e.g., Sta No., Bldg, Room
Contract Phase — Phase to which activity is connected, if applicable
Work Category ↕ — **Lookup** Trade associated with this activity
Duration — Number of working days planned for this activity
Current Contract — **Display** Current contract amount
Sum of Activities — **Calculated** Running total of the activities entered
Variance — **Calculated** Balance of current contract remaining for other activities
Bid # ___ — **Display** Amount designated for the bid item
Sum of Activities — **Calculated** Sum of the activities for the current bid item
Variance — **Calculated** Balance of bid item remaining for other activities

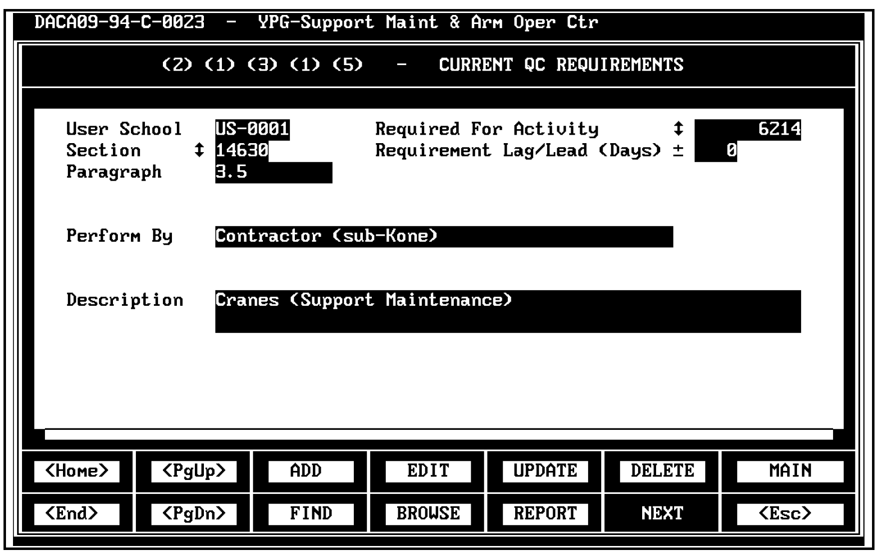
(2) (1) (3) (1) (5) QC Planning: QC Requirements

The QC Requirements choice under Contractor QC Planning is an extension of the QC Requirements under Designer AE Planning. You have the same choices of:

All QC Requirements
User School
QC Testing
Transfer Property
Installed Property

While some QC information may be entered during the design process, most of it comes from the contractor at this point in the system. Any previously entered requirements are reviewed by the contractor and additional ones may be entered according to the contract documents. The entry screens are similar to those in Designer AE Planning with these additional fields:

Required for Activity
Required Lag/Lead Days
Perform By (on User School and QC Testing screens)



User School/QC Testing Entry Screen

This is the User School screen.

On the QC Testing screen, the first field is labelled QC Testing #, but otherwise the screens are identical.

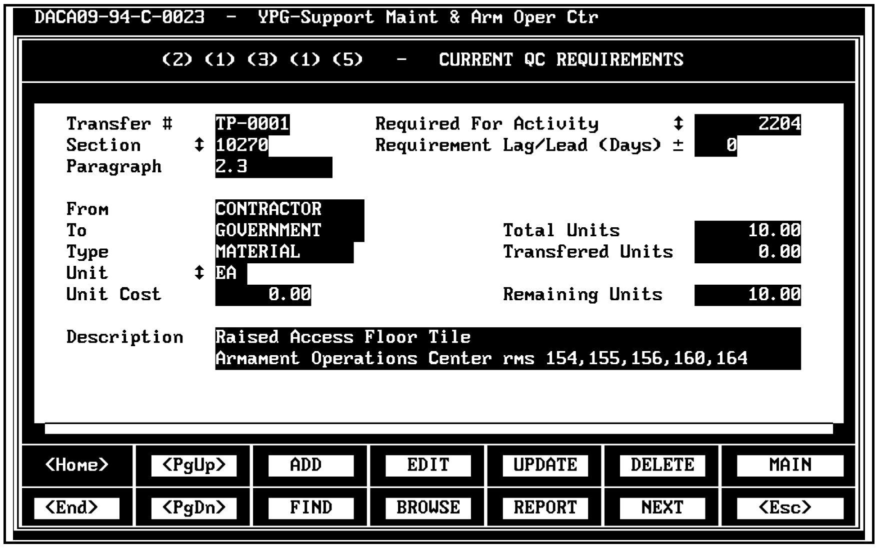
User School/
QC Testing # Automatically filled in with US for User School or CT for QC Test. The next available sequence number is entered
automatically as a default but may be overriden.

Section ↕ **Lookup** Specification section number where the school or test is referenced

Paragraph Specification paragraph number

Required for Activity **Lookup** Activity requiring this item. When an activity is attached to the requirement, the pay request worksheet will show whether or not

	that requirement has been met.
Req Lag/Lead Days	**- days** = lead time = item is required X days before activity starts **+ days** = lag time = item is required no later than X days after activity starts
Perform By	Who will conduct the school or testing
Description	Description of the school or testing

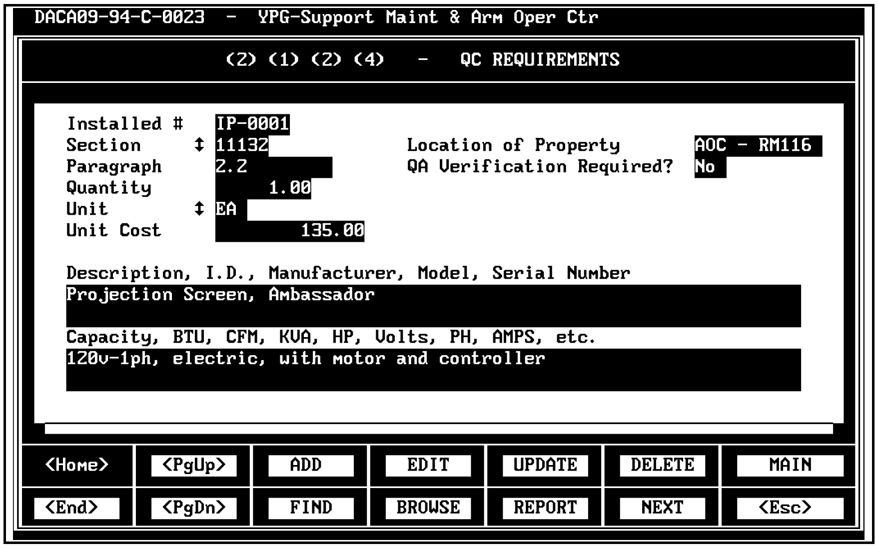


Transfer Property Entry Screen

Transfer property includes keys, tools, spare parts and similar items that will be transferred to the contractor during construction or to the customer at the end of the project.

This information will be available to complete a DD Form 1149.

Transfer #	Automatically filled in with TP and the next sequential number
Section ↕	**Lookup** Specification section number where the property is referenced
Paragraph	Specification paragraph number
Required for Activity	**Lookup** Activity requiring this item. When an activity is attached to the requirement, the pay request worksheet will show whether or not that requirement has been met.
Req Lag/Lead Days	**- days** = lead time = item is required X days before activity starts **+ days** = lag time = item is required no later than X days after activity starts
From	Who will be transferring the property
To	Who will receive the property
Type	Category of property being transferred
Unit ↕	**Required / Lookup** Unit of measure
Unit Cost	Self explanatory
Total Units	Self explanatory
Transferred Units	How many have been transferred to date
Remaining Units	**Calculated**
Description	Description of the property



Installed Property Entry Screen

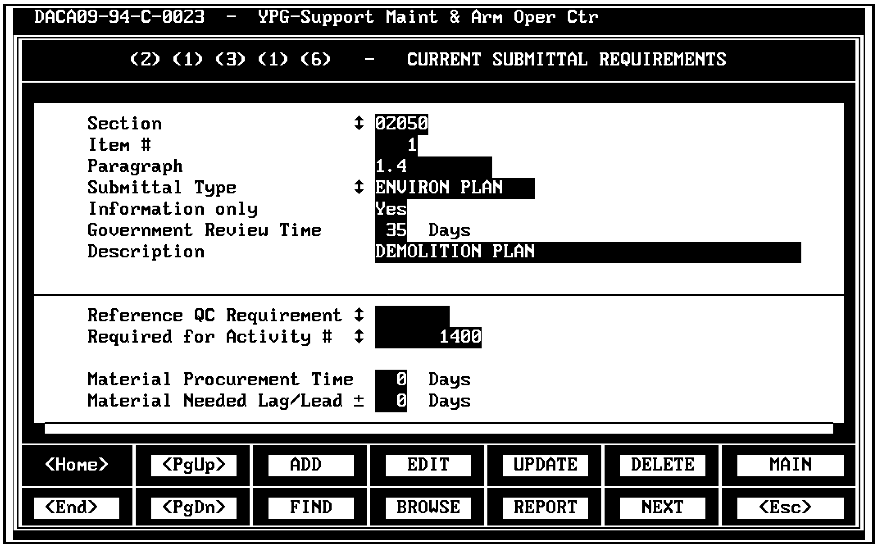
Installed property includes light and plumbing fixtures, smoke detectors and similar items that will be installed as part of the project.

This information will be available to complete an Installed Property List.

Installed #	Automatically filled in with IP and the next sequential number
Section ↕	**Lookup** Specification section number where the property is referenced
Paragraph	Specification paragraph number
Quantity	Number of units
Unit ↕	**Required / Lookup** Unit of measure
Unit Cost	Self explanatory
Required for Activity	**Lookup** Activity requiring this item. When an activity is attached to the requirement, the pay request worksheet will show whether or not that requirement has been met.
Req Lag/Lead Days	**- days** = lead time = item is required X days before activity starts + **days** = lag time = item is required no later than X days after activity starts
Location of Property	Brief description of where property can be found
Description, etc.	Self explanatory
Capacity, etc.	Self explanatory

(2) (1) (3) (1) (6) QC Planning: Submittal Requirements

Like QC Requirements, the Submittal Requirements option here is an extension of the information entered under Designer AE Planning. The contract specifications include a skeleton submittal register but the contractor may add more items to it or even delete items that may be inappropriate due to construction processes or techniques to be used by the contractor.



Submittal Requirements Entry Screen

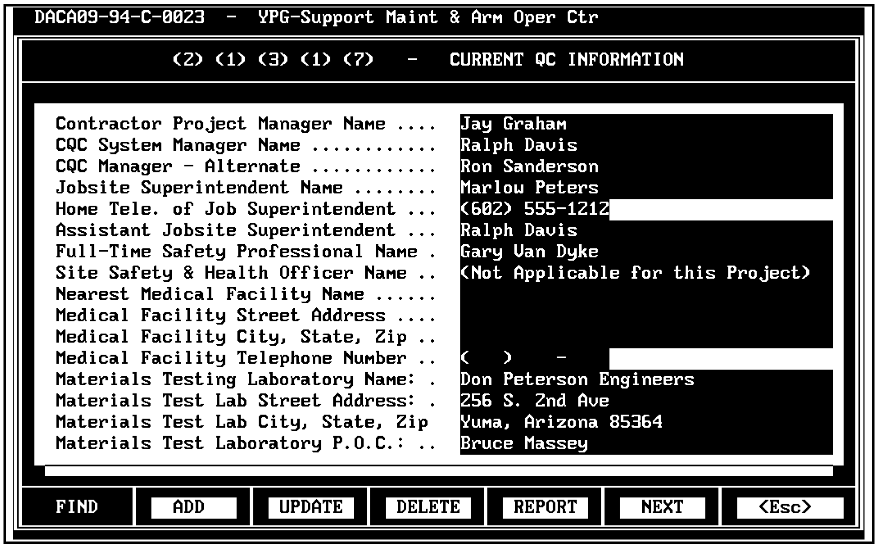
The [F6] Carry Over key can be used to speed data entry on several of the fields on this screen.

To add additional submittals, type **A**.

Section ↕	**Lookup** Specification section number that requires the submittal; cannot be changed once record is saved
Item #	Automatically filled in sequentially by section number; cannot be changed once record is saved
Paragraph	Specification paragraph number
Submittal Type	**Lookup** Submittal type, e.g. drawings, certificates, manuals
Information only	**Y** for Yes or **N** for No; No indicates government action is required.
Gov't Review Time	**Display** Review time can be changed in either Designer AE Planning (2) (1) (2) (5) or in Government QA Planning (2) (1) (4) (5).
Description	A brief description
Reference QC Req ↕	**Lookup** If applicable, choose from the QC requirements for this project
Required for Activity	**Lookup** Attach the submittal to the associated activity with the earliest start date. It must be an activity with dollars attached. This is important for two reasons. One, when pay is requested for the activity, the pay request worksheet will show if the submittal is outstanding. Two, the activity start date, along with the material procurement and lag/lead time, determines when a submittal is due and what dates print on the submittal register.
Material Procurem't Time	Number of days anticipated for receiving the material on-site after approval of shop drawings
Material Needed	**- days** = lead time = material is required X days before activity starts **+ days** = lag time = material is required no later than X days after the activity starts

(2) (1) (3) (1) (7) QC Planning: QC Information

The QC Information choice allows an office to track information not otherwise included in RMS. The fields shown below are the default fields set up for QC Information in the System Library, User Defined Information. You can add, change or delete these to suit the requirements of your office.

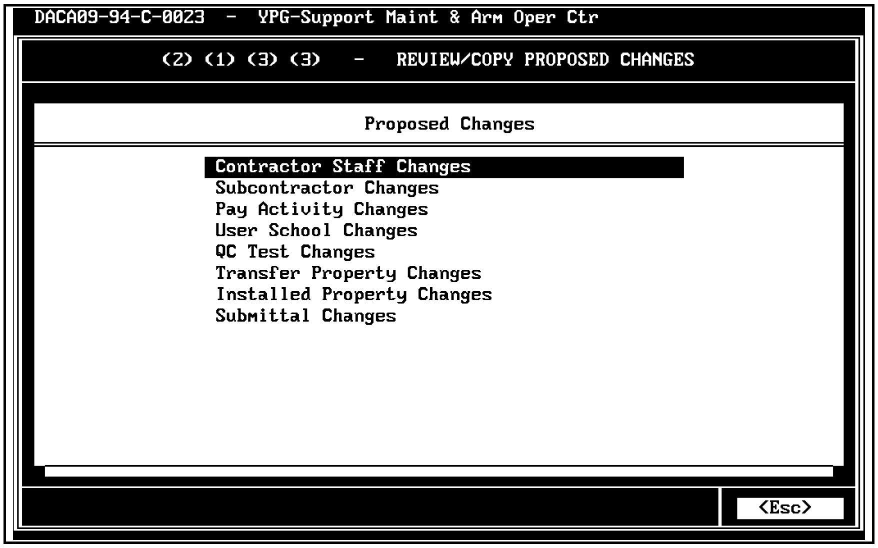


QC Information Screen

Enter the information requested. If your office has entered a help message for the field, you can access it by pressing [F1].

(2) (1) (3) (3) QC Planning: Contractor Proposed Changes

If you are exchanging data regularly between the government and the contractor, this menu choice is crucial. It is here that changes made by the other party are reviewed and copied into the system. When you choose the Review/Copy option, you will see a screen like this. Only the areas that have differences will be shown.



Contractor Proposed Changes

Move your cursor to the area you wish to review and press [Enter].

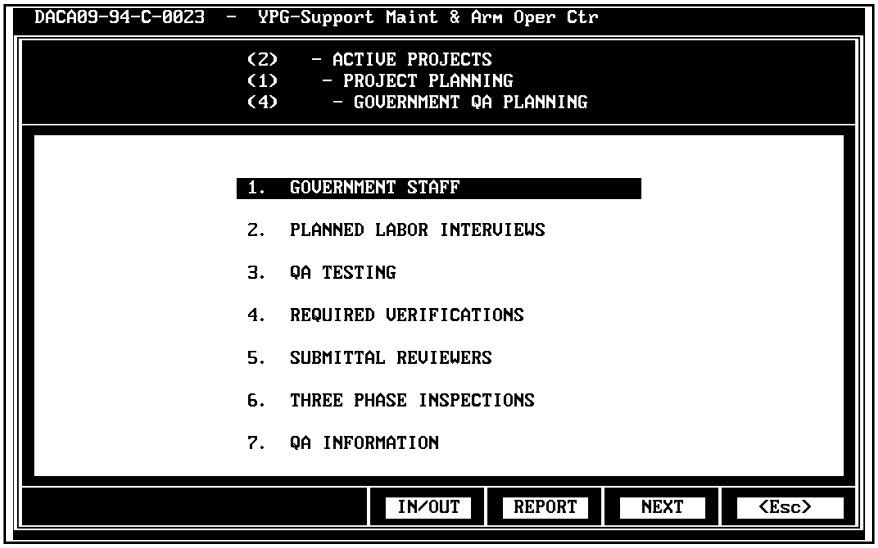
Review Screen

Items with changes are shown side by side. In this example, there is a new contractor for this activity.

Although you cannot see it on this page, on the actual screen, identical data is shown in light gray characters on a dark gray background. Changed data appears in bright white characters on a black background.

If the changes are satisfactory, press **C** to copy. You will be asked if you want to copy the particular item (in this case, the pay activity shown) or the whole set of data in that area (all the changed pay activities).

(2) (1) (4) Government QA Planning



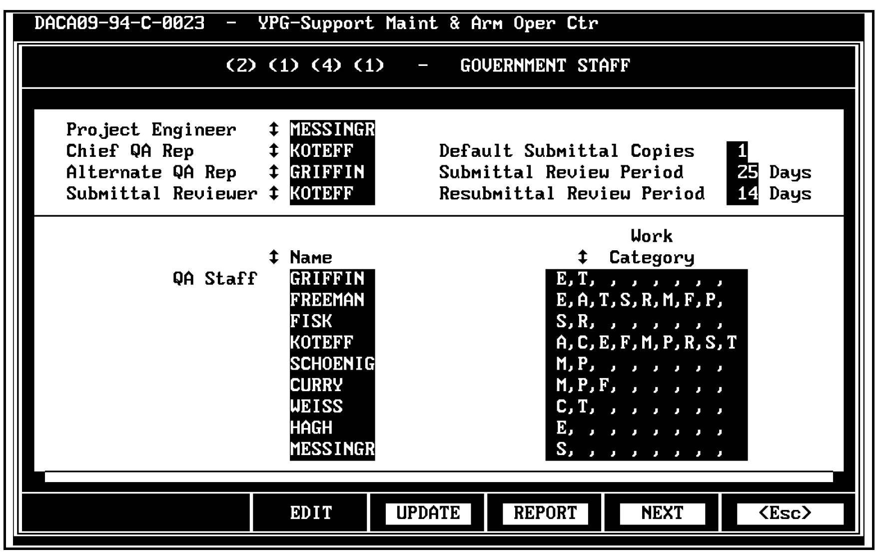
Government QA Planning Menu

This option records data related to the quality assurance activities required for each project.

(2) (1) (4) (1) Government QA Planning: Government Staff

There is only one record for government staff so there is no Add menu choice. Use Edit or Update to enter the data. This screen can help a manager with work load assignments. The project engineer and QA rep names are available as macros and can be used in correspondence.

Submittal and resubmittal review period times are necessary for reports on overdue reviews.



Project Staff Entry Screen

Government staff names are chosen from lookup lists that are created from the Duties Assigned entry in the Staff Assignments option, (5) (3) (1)

The submittal and resubmittal review periods entered here will be the default for the submittal register entries.

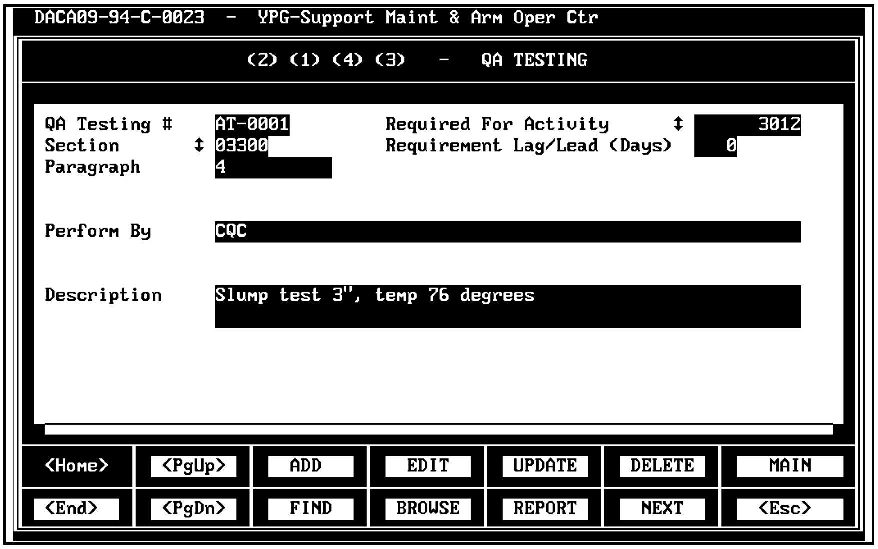
The work categories indicate which work the QA staff member is responsible for inspecting. It is a lookup field; the categories are stored in the Work Category Codes in the System Library.

(2) (1) (4) (2) Government QA Planning: Planned Labor Interviews

Choose this option and a list of the prime and subcontractors with their trades will be shown. Use Update to enter the number of labor interviews planned for each one.

(2) (1) (4) (3) Government QA Planning: QA Testing

Tests to be performed by the government are entered here. The data can be taken from either the specifications or the submittal register. The QA Testing screen is similar to the User School and QC Testing screens (see page 4-23).



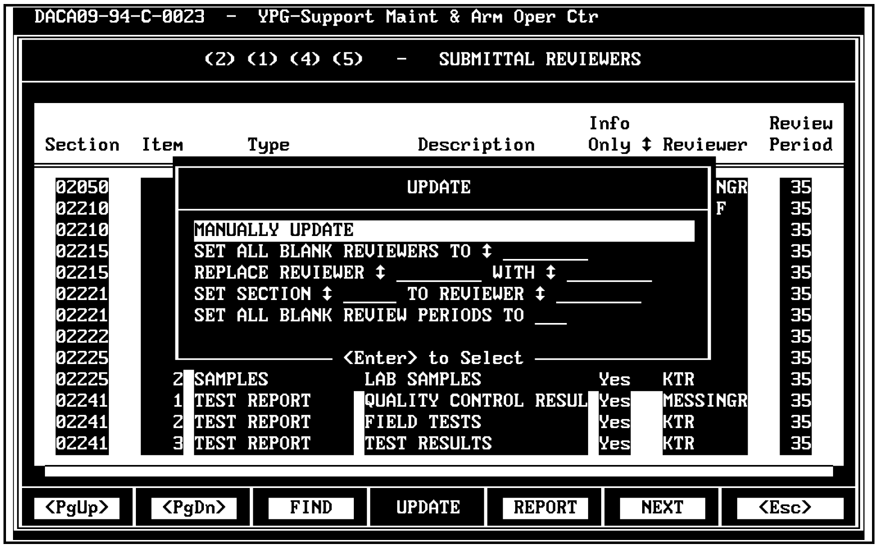
QA Testing Entry Screen

(2) (1) (4) (4) Government QA Planning: Required Verifications

If you did not enter verifications for the QC requirements under Designer AE Planning (2) (1) (2) (4), you can enter them here. The requirements that have been entered for the project are shown in a list in order by QC Requirement #. Use Update to type a **Y** for yes or an **N** for no in the QA Verify Required? column.

(2) (1) (4) (5) Government QA Planning: Submittal Reviewers

Enter the government staff member who will be reviewing each submittal. You have several options for doing this. First, select Update; the following screen appears.



Submittal Reviewers Update Methods

Use Manually Update to make miscellaneous changes to the reviewer or review period.

To update the reviewer by group, choose one of the other options and fill in the blanks with the help of lookup tables.

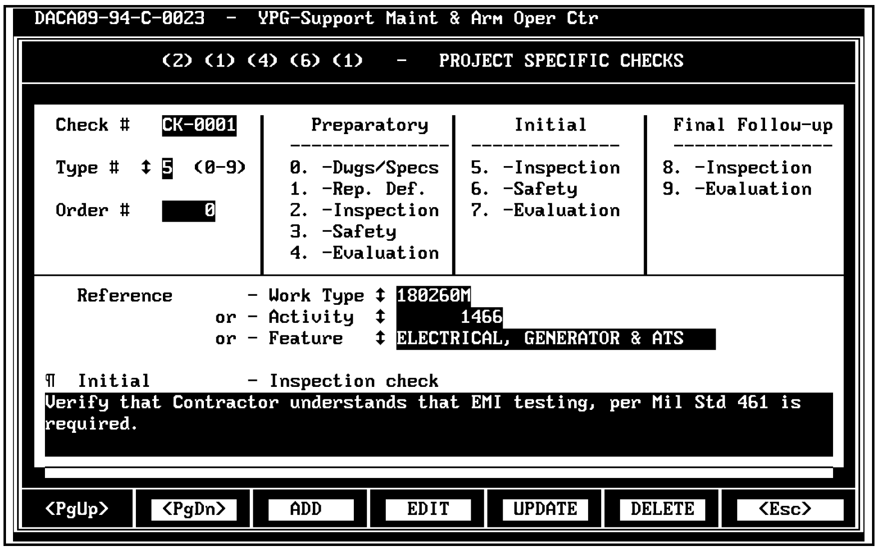
Having a choice of Update options is particularly helpful if certain persons review all mechanical, electrical, fire protection or other class of items. If you send your submittals to an AE firm or other entity outside your office for review, that entity must be entered in the staff assignment screen (5) (3) (1). This is also true for persons at another field office or at your District Office.

(2) (1) (4) (6) Government QA Planning: Three Phase Inspections

This option allows you to customize the inspection checks that will print out for your project. The parallel system library sections provide more detailed explanations. Three Phase Inspections has a submenu with three options:

- Project Specific Checks
- Work Types for Features
- Work Types for Activities

(2) (1) (4) (6) (1) Project Specific Checks

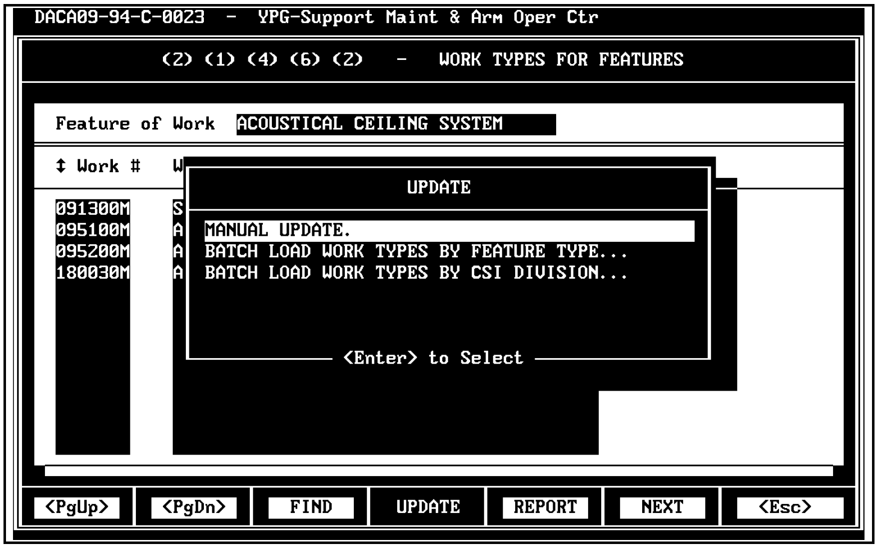


Project Specific Checks Entry Screen

Checks entered here will only show up on the inspection worksheets for this project.

Check #	Automatically filled in with CK and a sequential number
Type # ↕	**Lookup** Same as the inspection codes listed at the right
Order #	Use this field to reorder the checks
Reference ↕	**Lookup** Work type, feature or activity to which this check will be tied
(Type of Check) ¶	**Memo** The text of the check—what you want printed on the inspection worksheet

(2) (1) (4) (6) (2) Work Types for Features



Linking Work Types to Features

The three phase checks that print on inspection reports are linked to work types in the system library.

Here you link work types to the features of this project, allowing you to customize the checks that will print on your reports.

Use [PgDn] to move through the features until the desired feature shows on the screen. Choose Update and the above menu appears. The choices are described below.

Manual Update

Choose this option to add work types one at a time from the lookup table.

Batch Load Work Types by Feature Type

Choose this option to use the system library set of work types for standard features. Follow these steps:

1. Choose *Batch Load Work Types by Feature Type*
2. You will see the list of features from the system library. Choose one that is applicable.
3. You will see a list of associated work types from the system library. Under the Include? column, you can answer **Y** to include that work type.
4. Press [F10] when you are finished. You will be returned to Step 2 where you can choose another feature.
5. When you have selected the work types for each applicable feature, press [Esc] and the work types you have chosen will be copied to the current feature.
6. [PgDn] to the next feature.

Batch Load Work Types by CSI Division

Operation of this option is similar to the Batch Load Work Types by Feature Type above.

(2) (1) (4) (6) (3) Work Types for Activities

The work types you have chosen for project features are automatically linked to all the pay activities associated with that feature of work. You can customize that linkage with this menu option.

```
DACA09-94-C-0023  -  YPG-Support Maint & Arm Oper Ctr

          (2) (1) (4) (6) (3)   -   WORK TYPES FOR ACTIVITIES

  Feature of Work  DOORS/FRAMES/HARDWARE
  Pay Activity #   2124  EXTERIOR DOORS

  Work #     Work Types for this Activity                   Include ?

  081030M  DOORS, HOLLOW METAL ..............................   Yes
  081060M  FRAMES, METAL DOOR ...............................   Yes
  081110M  DOORS, FIRE-RATED ................................   Yes
  082060M  DOORS, WOOD ......................................   Yes
  082070M  WOOD FIRE DOORS ..................................   Yes
  087100M  BUILDERS HARDWARE ................................   Yes
  087300M  WEATHERSTRIPPING AND SEALS .......................   Yes
  087400M  THRESHOLDS, METAL ................................   Yes
  087500M  KEY CABINETS .....................................   Yes
  180080M  ARCHITECTURAL BUILDER'S HARDWARE .................   Yes
  180280M  DOORS - HOLLOW METAL AND FRAMES ..................   Yes

 <PgUp>  <PgDn>   FIND   UPDATE   REPORT   NEXT   <Esc>
```

Include Work Types?

Use the [PgDn] key to move through the activities.

Yes is the default; if you don't want a work type included, choose Update and type **N** for no.

(2) (1) (4) (7) Government QA Planning: QA Information

This option allows you to add information that otherwise would not be included in RMS.

```
DACA09-94-C-0023  -  YPG-Support Maint & Arm Oper Ctr

                  (2) (1) (4) (7)   -   QA INFORMATION

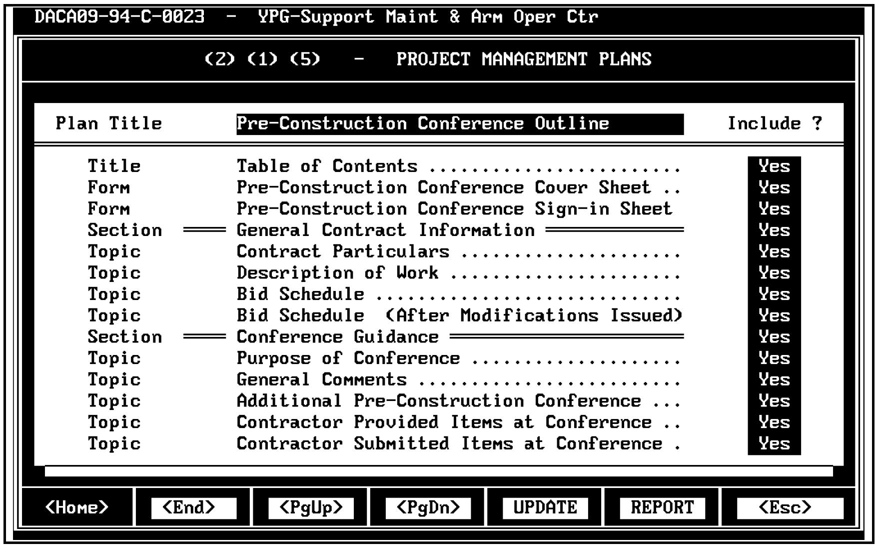
  Project Engineer's Name ...........  Steven S. Messinger
  Project Office Name ...............  Yuma Project Office
  Project Office Symbol .............  CESPL-CO-AY
  Project Office Street Address .....  Building 309, 2nd Floor
  Project Office City, State, Zip ...  Yuma, AZ  85365-9102
  Project Office Telephone Number ...  (520) 343-0640
  Project Office FAX Number .........  (520) 343-0067
  Procurement Clerk's Name ..........  Karen A. Maude
  Office Automation Clerks' Name ....  (Not Applicable for this Office)
  Area Office Contract Admin Name ...  Ruth Fowler
  QA Materials Test Laboratory Name: . Western Technologies, Inc
  QA Test Laboratory Street Address: . 3737 East Broadway Road
  QA Test Laboratory City, St, Zip: .. Phoenix, Arizona 85040-2966
  QA Test Laboratory P.O.C.: ......... Anne Atonex
  Additional QA Test Laboratory Name:  ATL, Inc.
  Additional Test Lab Street Address:  2922 West Clarendon

  FIND    ADD   UPDATE   DELETE   REPORT   NEXT   <Esc>
```

See Award Information, page 4-12, for additional details.

(2) (1) (5) Project Management Plans

This option allows you to customize the general management plans stored in the library in order to create a plan for this particular project. When you choose this option, a list of available project plans is displayed. Use the down arrow to select the plan to edit.



Project Plan Contents Screen

A list of the plan contents is displayed. Use Update to choose which items to include. Yes is the default; type **N** in the Include? column to exclude an item.

Plan contents can be modified and re-ordered in the Project Plans System Library.

(2) (1) (6) Library — Project Planning

This choice allows you access to all the libraries associated with project planning. In this way, you do not have to exit from the project you are using to make an addition or a change to a related library. Remember, changes made to any library affect all projects.

All project module menu choices have a library option with them.

Details on how to edit these libraries can be found in the System Library chapter.

CHAPTER 5: PROJECT ADMINISTRATION

This chapter outlines the day to day administration of a project. You will learn:
- the differences between the Future module and the Active and Completed modules
- how to use each of the menu choices in the project modules

Future Project Options

As noted in the previous chapter, the following choices are available for Future Projects.

Project Planning	Same as Active and Complete
Status/Issues	Status screen only, showing design data, estimated PA, projected dates
Milestone Events	Same as Active and Complete
Contract Schedule	Monthly schedule only if projected NTP date has been entered

The other project module choices described in this chapter are available in the Active and Completed Project modules only.

(2) (2) Status/Issues

Overview

This option provides an easy way for management to keep up with the status of a project. There is a financial overview, a construction manager's report and lists of unresolved letters and QA reports. The construction manager's report is the only option entered here; the rest of the information is drawn from other sections of RMS. Some editing can be done.

Input

Most of the data on status/issues screens and reports is originally entered in Milestones, Contract Finances, and Contract Modifications.

Reports

Contract Status: The contract status report makes a good briefing sheet. It provides a summary of the time and funding in chart and graphic format.

Construction Manager's Report: Reports can be printed that show modification data, management indicators or both. A separate report is printed for each appropriation. This report provides an excellent review before briefings.

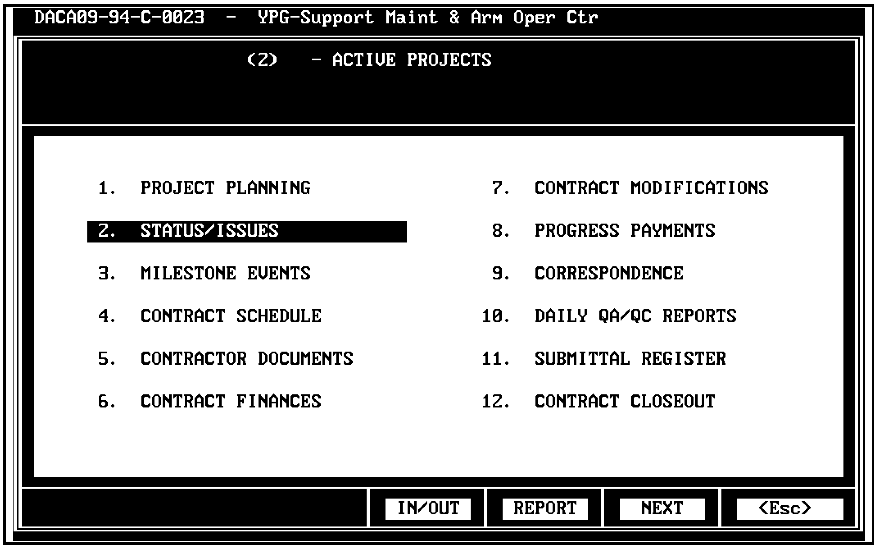
Project Calendar: This report lists the calendar days from the project Notice to Proceed until the Legal Completion Date. The days are numbered with the project day number.

Libraries

Libraries accessible in Status/Issues are:

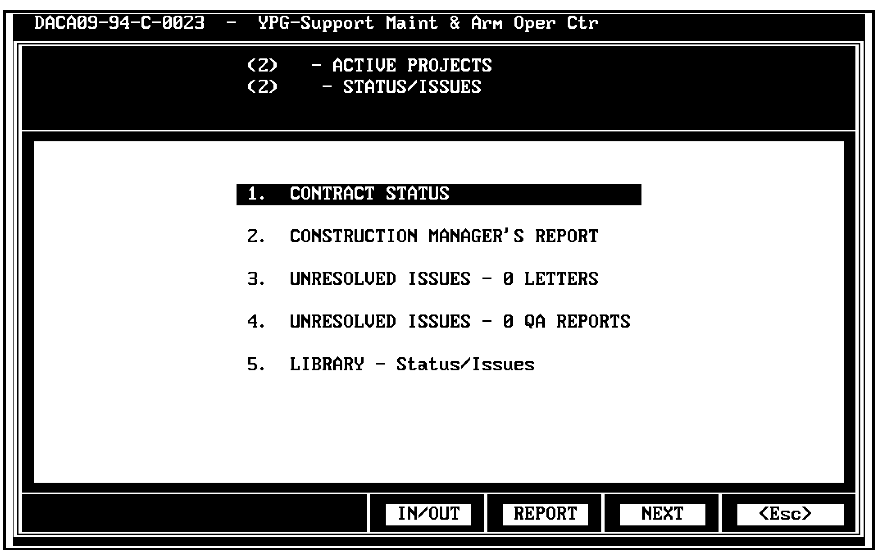
- Primary Delay Codes
- Management Indicators

Review the Management Indicators screen to be sure the targets are suitable to your situation. There are two screens to update.



Choose *Status/Issues* from the main project menu.

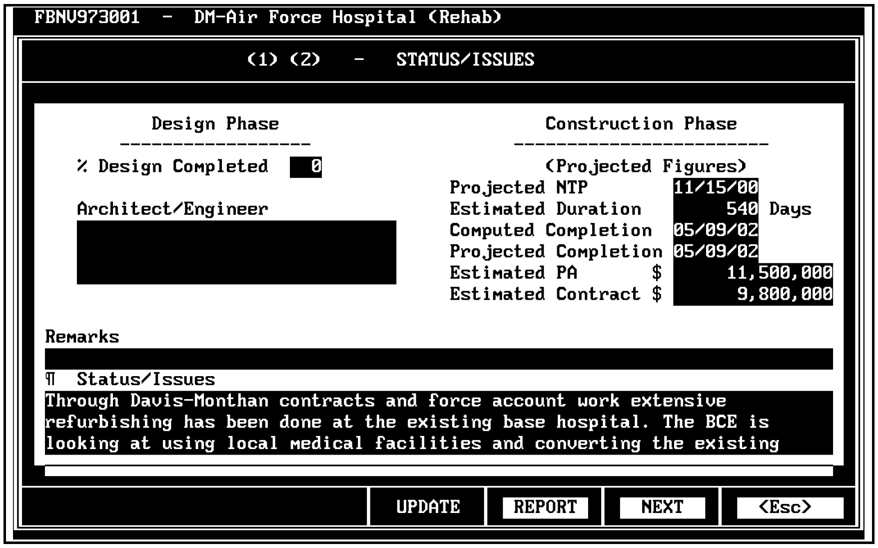
In the Future module, choosing Status/Issues takes you directly to the Contract Status screen. In the Active and Completed modules, Status/Issues has a submenu with five options.



Status/Issues Menu

There are two different Contract Status entry screens, one for future projects and one for active and completed projects.

(1) (2) Future Contract Status



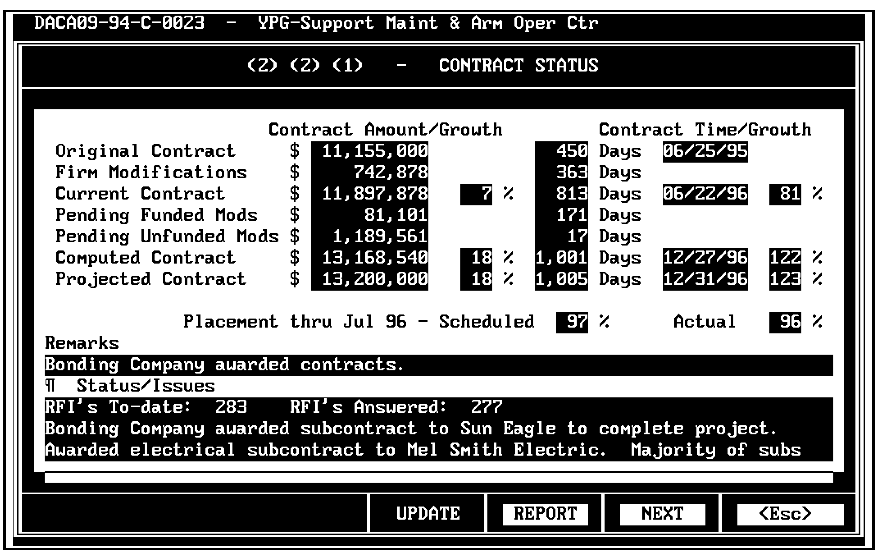
Future Contract Status Screen

For a future project, this screen tracks design completion, significant dates and dollar amounts.

The top fields are self explanatory; the bottom text fields are explained below.

Remarks	Brief comments about project status; you may want to record the date of your last update here; not printed on reports.
Status/Issues ¶	**Memo** Enter as much information as necessary to describe the project status and any issues surrounding it; printed on the Contract Status report.

(2) (2) (1) Active/Completed Contract Status



Active/Completed Contract Status Screen

Most of the dollar amounts, percents, days and dates are display fields taken from other parts of RMS.

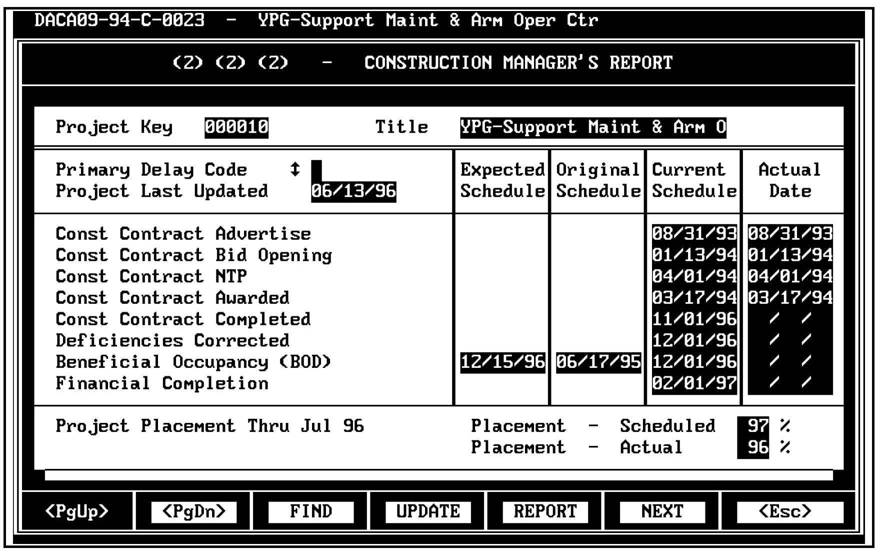
The fields that can be updated are described below.

Projected Contract $	Projected amount; this amount is the same as the computed amount until it is updated. From then on, the updated amount shows.
Date	Projected date; this date is the same as the computed date until it is updated. From then on, the updated date shows.

Scheduled %	Percent completion—scheduled; from Monthly Schedule (2) (4) (1). If the percent is changed here, it and any future percents should also be adjusted in the Monthly Schedule.
Actual %	Percent completion—actual (based on dollars accrued to date)
Remarks	Brief comments about project status; you may want to record the date of your last update here; not printed on reports.
Status/Issues ¶	**Memo** Enter as much information as necessary to describe the project status and any issues surrounding it; printed on the Contract Status report.

(2) (2) (2) Construction Manager's Report

This screen displays the default project milestones and the placement to date. If new dates are entered here, the changes will be reflected on the Milestones screen.



Construction Manager's Report Screen

Prim Delay Code ↕	**Lookup** AMPRS codes
Proj Last Updated	Date of update
Schedule/Actual	Any dates entered through the Milestones choice will be shown here. Use update to change them if desired. Changes will be reflected in Milestones.
Placemt—scheduled	The placement percents come from the Contract Schedule, Monthly Schedule screen and can be updated here.
Placemt—actual	Same as above

(2) (2) (3) Unresolved Issues — # of Letters

Any correspondence on this project that has been logged in the correspondence log, (2) (9) (1), as an unresolved issue can be accessed here. The menu choice shows you the number, if any, of letters tagged this way.

Choose *Unresolved Issues — # of Letters* to see partial information about each of the letters. Use [PgDn] to move through them. Letters cannot be added here, but the following fields may be changed:

Brief Summary ¶	**Memo** The important points of the letter; subsequent actions taken can be added here to keep a history of the issue
Ref mod serial # ↕	**Lookup** Self explanatory
Unresolved issue	Type **N** when the issue is resolved (only one of these, Ref mod serial # or unresolved issue, can be used)

If the letter was saved, it can be read by using WP to go to your word processor.

(2) (2) (4) Unresolved Issues — # of QA Reports

Any QA narratives on this project that have been logged in (2) (10) (1 or 2) (2) as unresolved can be accessed here. Operation is similar to the Letters option above but all the of QA narrative text is displayed and can be edited.

(2) (2) (5) Library — Status/Issues

This choice allows you access to all the libraries associated with status and issues. In this way, you do not have to exit from the project you are using to make an addition or a change to a related library. Remember, changes made to any library affect all projects.

All project modules menu choices have a library option with them.

Details on how to edit these libraries can be found in the System Library chapter.

(2) (3) Milestone Events

Overview

Milestone events are important occurrences in the life of a project, like the contract award date, beneficial occupancy date, or final inspection date. Some dates impact the working of RMS. For example, when an actual date is entered in Contract Reported Active, the project switches from future to active status; an actual date in Contract Reported Complete switches the project to completed status. The NTP date is needed to calculate the monthly progress schedule and to number daily logs.

Milestones can be described in two ways. One, they are either mandatory or optional. All mandatory milestones are automatically copied to every project. The system library settings determine which of the optional milestones are automatically copied to a project.

Two, milestones are either contract or project. A contract milestone is copied once for each project. A project milestone is copied once for each project key. So a project with two project keys will have two sets of project milestones. Either of these types can be automatically added to a project, depending on how they are setup in the system library.

Input

A set of contract milestones is copied to a project when it is created. Project milestones are copied when a project key is entered, one set of milestones for each key.

All the milestones copied to a project are listed on one entry screen. On this list you can enter the date and time that events are scheduled and the dates when they actually occur. Additional milestones specific to this project can also be added.

Award documents, bid solicitations and QA/QC daily reports all provide dates for entry here.

Some of the mandatory project milestones can be updated on the Construction Manager's Report screen. The Reported Active/Completed dates can be updated on the Contract Description screen. The scheduled and actual NTP dates can be updated on the Project Keys screen.

Reports

Milestone Overview: This screen report, shown later in this section, lists the unscheduled, scheduled and completed milestones in each sub-group with totals.

Milestone Events Report: This report lists each milestone with its date, time and status.

Milestone Events Calendar: You have the option to print confirmed, unconfirmed or all events for any time period you specify. Each month is printed in calendar format on a separate page. If you do not specify a time period, the current month is printed.

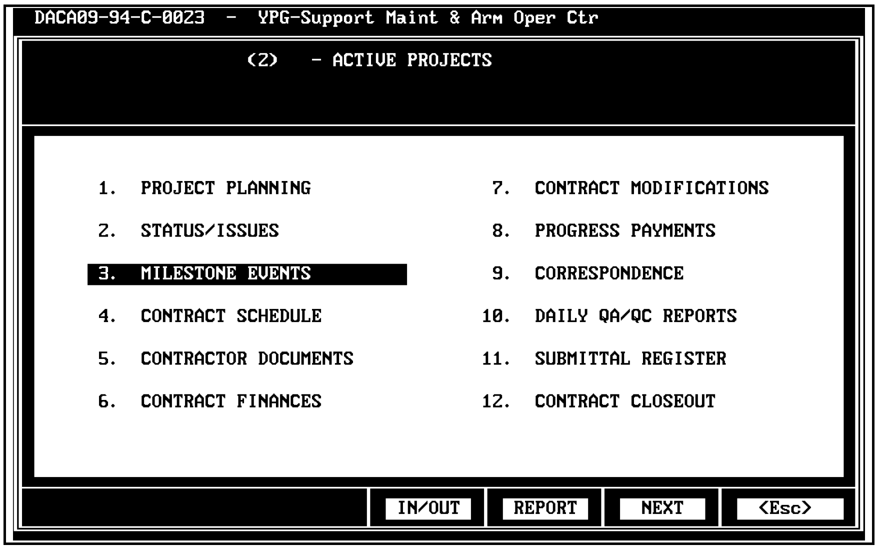
Libraries

Libraries accessible in Milestone Events are:

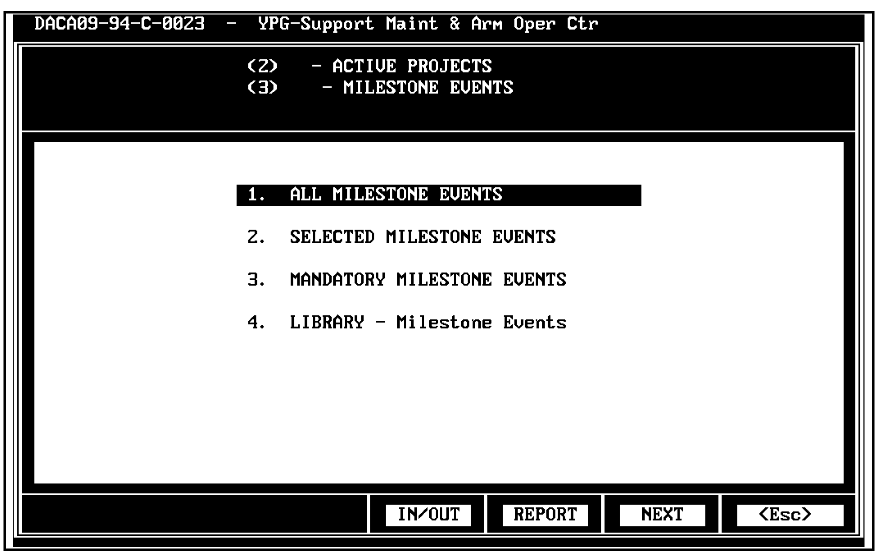
Milestone Sub Groups

Milestone Events

Neither of these libraries require input in order to begin using RMS. You may want to add to or edit them as you become more familiar with the system.



Choose *Milestone Events* from the main project menu.



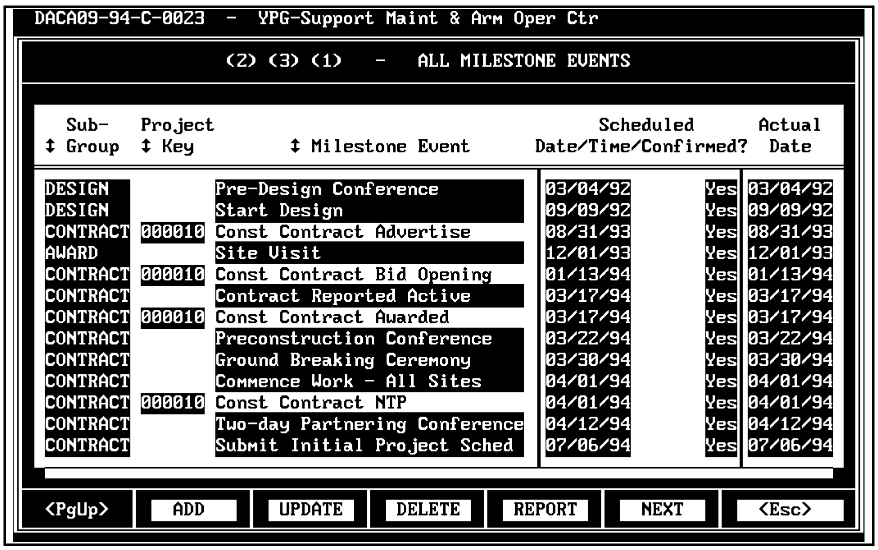
Milestone Events Menu

Milestones are arranged in sub-groups by the time period in which they occur. The default sub-groups are listed below but more can be added or the description of each may be modified.

Design	Events occurring prior to award
Award	Events occurring prior to construction
Contract	Events occurring during construction
Complete	Events occurring after final inspection
Closeout	Closeout events—complete documentation

(2) (3) (1) All Milestone Events

Milestone events are listed in chronological order, first by actual and then by scheduled dates.



All Milestone Events Screen

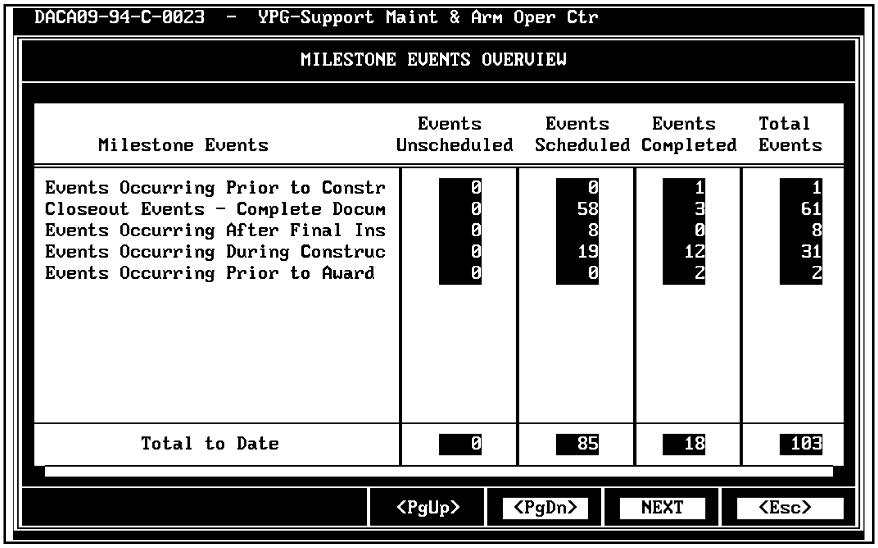
Milestones shown with white letters on gray (shown black on white here) are required for every project. You can change the sub-group and dates but not the event itself nor can you delete it.

Events shown with black letters on orange can be changed or deleted.

Sub-group ↕	**Lookup** Choose a different sub-group if needed
Project Key ↕	**Display** Shown for project milestones only
Scheduled date/time	As events are scheduled, enter the dates here
Confirmed?	Defaults to No when you enter the scheduled date; type **Y** for Yes when the date is confirmed
Actual Date	Enter the actual date as the events occur; allows you to see at a glance which events have happened.

NOTE: Milestone events can be added from this screen by typing **A**; however, any events added here will be used for this project only. If you want to add an event that may be used for more than one project, add it in the system library. (See the System Library chapter for information.)

You can transfer an event from the system library to this project by typing **A** and then using the [F2] key to access the system library lookup.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MILESTONE EVENTS OVERVIEW

Milestone Events	Events Unscheduled	Events Scheduled	Events Completed	Total Events
Events Occurring Prior to Constr	0	0	1	1
Closeout Events - Complete Docum	0	58	3	61
Events Occurring After Final Ins	0	8	0	8
Events Occurring During Construc	0	19	12	31
Events Occurring Prior to Award	0	0	2	2
Total to Date	0	85	18	103

<PgUp> <PgDn> NEXT <Esc>

Overview of Milestones

From the Report menu, you can access this screen overview of the project's milestones.

(2) (3) (2) Selected Milestone Events

With this menu choice you can show only those events belonging to a particular sub-group. The screen and the operation are the same as in All Milestones.

(2) (3) (3) Mandatory Milestone Events

This choice displays only the mandatory events. The screen and the operation are the same as in All Milestones.

(2) (3) (4) Library — Milestone Events

This choice allows you access to the milestone event libraries where you can add or change sub-groups and events. In this way, you do not have to exit from the project you are using. Remember, changes made to any library affect all projects.

Details on how to edit these libraries can be found in the System Library chapter.

(2) (4) Contract Schedule

Overview

The Contract Schedule choices show projected and actual progress in several areas. Monthly schedule shows projected and actual financial placement in both percent and dollars. The actual figures come from each period's pay estimate. Feature and activity schedules show the dates of preparatory and initial inspections, start and finish of activities and total float time. The baseline schedule compares your baseline dates with your actual ones.

Input

QC Module: All scheduled dates can be imported from the contractor.
SDEF: Activity dates can be imported from several scheduling software systems.
QA/QC Daily Reports: Actual dates shown on the Contract Schedule screens are entered in the QA/QC Daily Report screens.

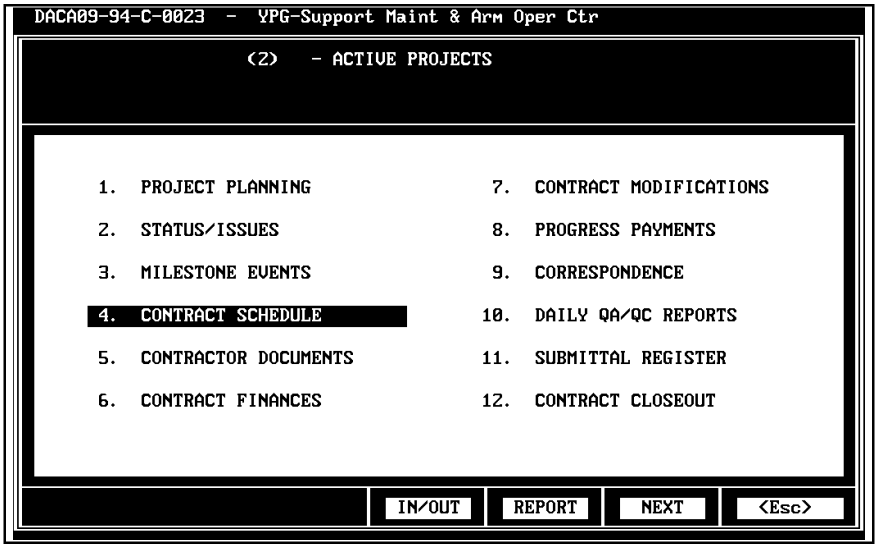
Reports

Monthly Placement Graph: The current and two subsequent fiscal years are shown with bar graphs for the scheduled and actual placement. Examples in the Sample Reports appendix show graphs from both the beginning and end of a fiscal year.
Feature Progress Chart: This screen view shows in bar chart format the placement to date and remaining for each feature.
Activity Schedules: Activity schedules for a variety of ranges can be selected. The report shows the activity number, description, feature, contractor, area, phase, and dates. Some reports are screen only. Proposed schedules and proposed vs. current can also be printed.

Libraries

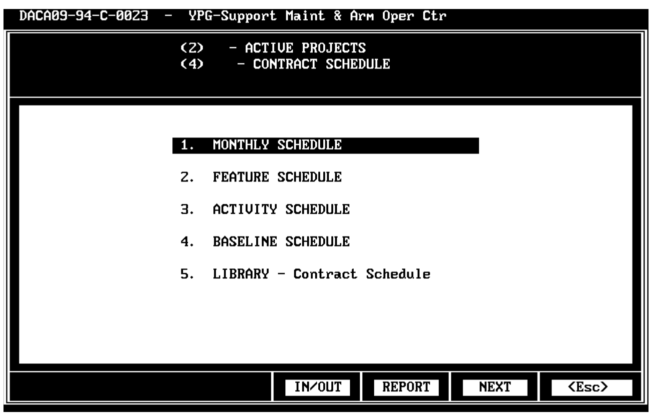
The library accessible in Contract Schedule is:
Holiday Calendar

This library requires no input in order to begin using RMS. If your area has special holidays that must be taken into consideration in planning schedules, make the necessary additions or changes.



Choose *Contract Schedule* from the main project menu.

In the Active and Completed modules, Contract Schedule has a submenu with five options.



Contract Schedule Menu

For Future projects, only the monthly schedule is displayed.

From this menu, you have an IN/OUT choice that allows you to import feature and activity schedules from other planning software. Select the correct option and follow the prompts. During the importing, if a feature or activity is found in RMS, the dates will be posted but no new features or activities can be added this way after the initial import.

(2) (4) (1) Monthly Schedule

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(2) (4) (1) - MONTHLY SCHEDULE

Project Key 000010 Title YPG-Support Maint & Arm O

Month-Year	% Scheduled	% Actual	Actual Placement To Date
Jan 96	93 %	87 %	$ 10,358,504.00
Feb 96	96 %	87 %	$ 10,358,504.00
Mar 96	97 %	87 %	$ 10,358,504.00
Apr 96	98 %	87 %	$ 10,358,504.00
May 96	95 %	94 %	$ 11,186,032.00
Jun 96	96 %	94 %	$ 11,184,005.32
Jul 96	97 %	96 %	$ 11,395,000.00
Aug 96	98 %	0 %	$ 0.00
Sep 96	99 %	0 %	$ 0.00
Oct 96	100 %	0 %	$ 0.00
Nov 96	100 %	0 %	$ 0.00
Dec 96	100 %	0 %	$ 0.00

<PgUp> <PgDn> FIND UPDATE REPORT NEXT <Esc>

The Month-Year and % Scheduled Placement columns are calculated from the NTP date and the contract duration. You can update the scheduled placement when necessary.

Figures in the % Actual column are posted from the percent paid on each pay estimate but can be manually updated.

Updates to the Monthly Schedule can be done by one of four methods. When you type **U** for update, the following options are presented:

- Manually Update
- Generate Schedule Placement—Sin^2 Curve
- Generate Schedule Placement—Early Schedule
- Generate Schedule Placement—Late Schedule

Choose the update method best suited to your project.

(2) (4) (2) Feature Schedule

This option gives a quick overview of the important dates for each feature. The (A) signifies an actual date; the others are planned dates. These dates pertain to the start of the first activity attached to that particular feature of work.

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(2) (4) (2) - FEATURE SCHEDULE (A) Indicates Actual Date

Features	Activities Started	Preparatory Schedule	Preparatory Time	Initial Schedule	Initial Time
EARTHWORK, CLEAR & GRUB	A04/28/94	A04/26/94	:	A05/04/94	:
SURVEY	A04/18/94	A04/26/94	:	A07/05/94	:
DEMOLITION	A05/03/94	A04/28/94	:	A05/03/94	:
EARTHWORK, EXCAVATING/GRA	A05/03/94	A04/28/94	:	A05/16/94	:
CONCRETE, SITE	A06/16/94	A05/24/94	:	A06/21/94	:
CONCRETE, FORMWORK & SHOR	A08/08/94	A05/31/94	:	A06/21/94	:
CONCRETE, REINFORCEMENT	A05/24/94	A05/31/94	:	A06/23/94	:
CONCRETE, FNDTN BACKFILL/	A06/14/94	A06/13/94	:	A07/19/94	:
ELECTRICAL, AERIAL DISTRI	A06/27/94	A06/15/94	:	A07/07/94	:
ELECTRICAL, UNDERGROUND (	A06/27/94	A06/15/94	:	A07/06/94	:
ELECTRICAL, INTERIOR ROUG	A06/05/94	A06/27/94	:	A07/19/94	:
PLUMBING, INTERIOR ROUGH	A06/28/94	A06/27/94	:	A07/19/94	:
SITE SEWER	A07/20/94	A06/27/94	:	A01/18/95	:

<PgUp> <PgDn> FIND UPDATE REPORT NEXT <Esc>

Activities Started: Planned dates are carried over from the Activity Schedule (2) (4) (3); actual dates are carried over from the Daily QA/QC Reports (2) (10) (2) (16).

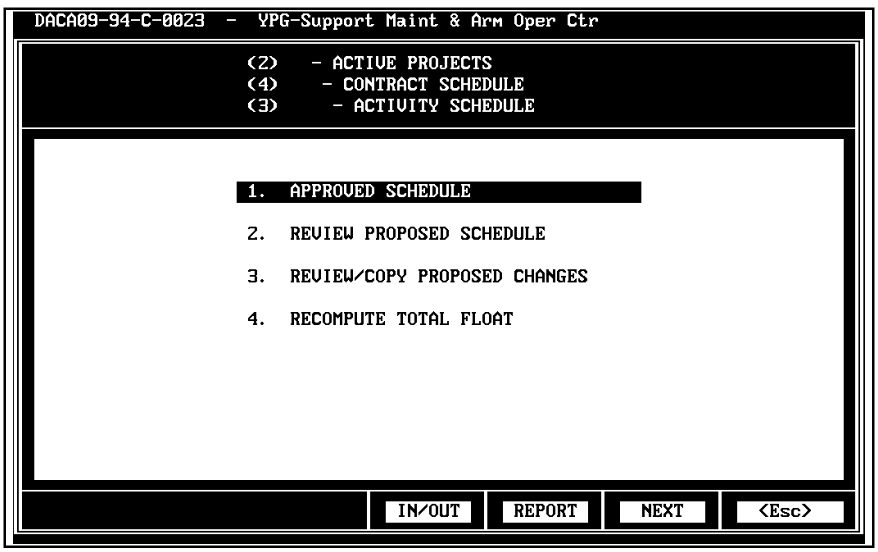
Preparatory/Initial Dates:
Planned dates are entered here; actual dates are carried over from the Daily QA/QC Reports (2) (10) (2) (15). There are two ways to update the planned preparatory and initial dates. Press **U** then select one of these:

Manually update
Set preparatory dates equal to activity starts

NOTE: RMS uses the preparatory scheduled date plus the days entered on Features of Work, screen (2) (1) (3) (1) (3), to schedule the initial inspection date. Without these days, the prep and initial dates will be the same.

(2) (4) (3) Activity Schedule

The information in this section is either entered directly into RMS or imported from the QC module or scheduling software. There is an opportunity to review imported data before incorporating it into RMS. Choosing Activity Schedule brings up the following menu.



Approved/Proposed Review/Copy Menu

This menu is similar to the menu for Contractor QC Planning (2) (1) (3). The review/copy principles are the same.

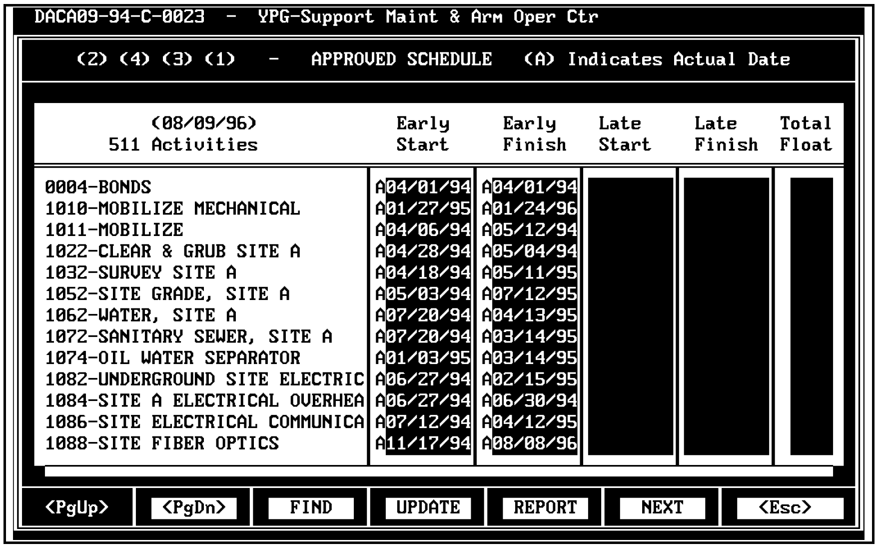
(2) (4) (3) (1) Approved Schedule: All of the data in this section has been reviewed and approved by the government, hence the name. The data is either entered manually from paper data received from the contractor or copied from the proposed imported data.

(2) (4) (3) (2) Review Proposed Schedule: This menu choice allows the government to look at the imported data. The data is displayed as white on gray and cannot be edited. If you are not importing data electronically, these screens will be blank.

(2) (4) (3) (3) Contractor Proposed Changes: This option compares the data in the approved and proposed sections and shows any menu items with differences. The changes can be reviewed, and if approved, they can be copied into the reviewer's system. See page 4-28 for screen illustrations and details.

(2) (4) (3) (1) Approved Schedule

This option gives you a quick overview of your activity schedule. Like the feature schedule above, the (A) indicates an actual date; the other dates tell you when things are planned.



Import any dates first and then enter additional data.

Planned dates are entered here. They are used for scheduling submittals and other requirements.

Actual dates are carried over from the Daily QA/QC Reports (2) (10) (2) (16).

Total float is calculated based on the dates entered.

(2) (4) (3) (4) Recompute Total Float

This option recalculates the total float days based on today's date.

(2) (4) (4) Baseline Schedule

If you enter a baseline schedule, you can see how much the project varies from the original schedule as work progresses.

Baseline — Baseline finish dates can be manually entered here or they can be set to the early finish, late finish or mid float

Early/Late/Actual — **Display** Carried over from the activity schedule screen

Variance Days — **Calculated** Difference between baseline and actual dates

(2) (4) (5) Library — Contract Schedule

There is only one library under this menu choice: Holiday Schedule. You can edit it here or through the System Library choice from the opening menu. Details on how to edit this library can be found in the System Library chapter. Remember, changes made to any library affect all projects.

(2) (5) Contractor Documents

Overview

Use this section of RMS to track your contractors' compliance with various legal requirements. You can track auto, general and workman's compensation insurance, payroll submission and labor discrepancies. Submission of these documents is checked when the contractor's pay request worksheet is printed.

Input

Enter the insurance and payroll data as you receive it from the contractor. There is no electronic input for this option.

Reports

Outstanding Documents: For each contractor, this report shows the number of activities assigned, the first and last days on the site, any missing insurance or payroll documents, and any labor violations.

Weekly Payrolls: This is a spreadsheet type report very similar to the entry screen for this option. The weeks of the project are shown in columns and when a contractor has submitted a payroll, that week is marked.

Contractor Documents: The information shown in the Outstanding Documents report is presented here in summary chart format.

Prime/Subcontractor List: This report gives the contractor name, address, trade, POC, phone and fax numbers.

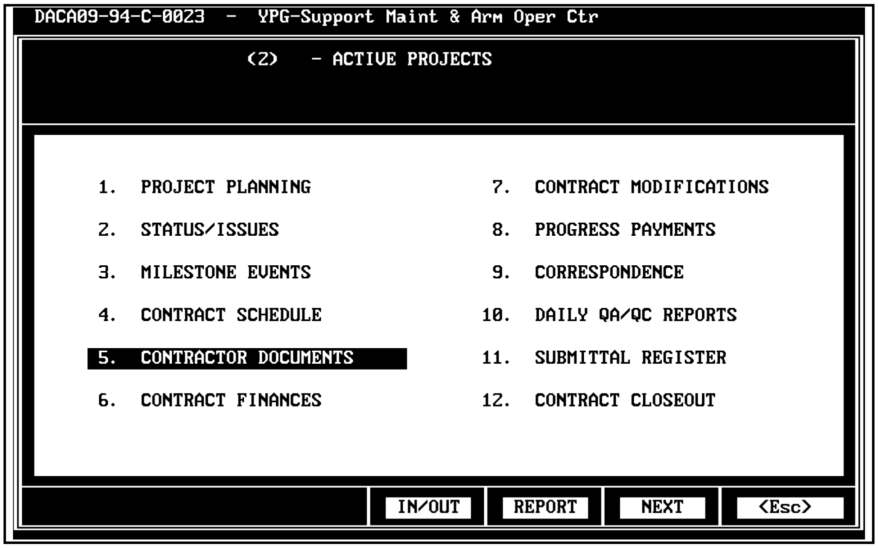
Insurances: This screen shows a chart of insurance submissions with an asterisk to indicate any contractors in violation. A sample is shown later in this section.

Libraries

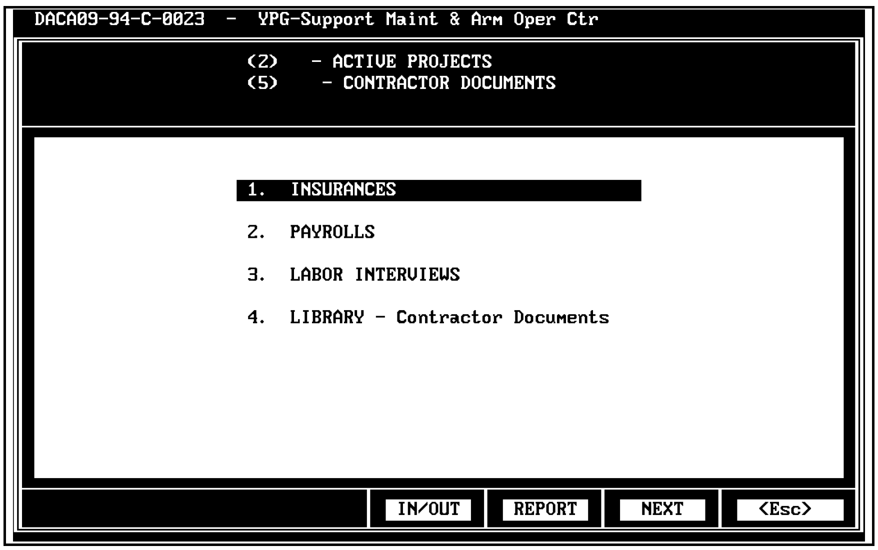
Libraries accessible in Contractor Documents are:

- Labor Classifications
- Labor Rate Tables
- Contractor Trades

None of these libraries require input in order to begin using RMS.



Choose *Contractor Documents* from the main project menu.



Contractor Documents Menu

The contractor names listed with Insurances and Payrolls are carried over from the contractor staff and subcontractors entered under Contractor QC Planning (2) (1) (3) (1) (1, 2).

If a contractor is missing, return to that choice under Project Planning to add it.

(2) (5) (1) Insurances

This option allows you to track whether a contractor has shown evidence of the required insurance coverage. If any items are missing, you will be notified on the contractor's pay request worksheet when you process the monthly payments. You can also check compliance with the Outstanding Documents report or with the screen overview shown on the next page.

There are seven columns on this entry screen:

Prime/Subcontractors	**Display** Carried over from Contractor QC Planning (2) (1) (3) (1) (1, 2)
First/Last Day	**Display** Carried over from Contractors on Site (2) (10) (2) (19)
General Insurance	Expiration date of this insurance policy
Auto Insurance	Expiration date of this insurance policy
Workman Insurance	Expiration date of this insurance policy

SF1413 Signed	Date this form was signed; not required for the prime contractor

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8 Contractors in Violation *

Prime/Sub Contractors	First Day	Last Day	Auto Insurance	General Insurance	Workman Insurance	SF1413 Signed
MONTGOMERY	08/04/94		01/01/98	01/01/98	01/01/98	08/01/94
NETCOM			02/22/97	02/22/97	04/02/97	05/15/96
*PAR LANDSCAPE	03/08/95		09/01/96	09/01/96	10/01/96	07/16/96
PARADISE	05/16/94	04/28/95	09/01/95	04/12/95	04/01/95	06/20/94
PARTITIONS	12/20/95		03/20/97	03/20/97	07/01/97	07/11/96
PENN			01/21/97	01/21/97		
POLLEY SURVEY			06/21/95	06/21/95	06/01/95	04/21/94
PROFESSIONAL			11/28/94	06/13/95	08/31/95	06/07/94
*RAMIREZ	02/27/96		08/19/97	08/19/97	02/01/97	
ROB'S BACKHOE	07/12/94	09/05/95				
RODNEY'S	05/02/94	01/24/95	03/28/95	03/28/95	05/31/95	04/28/94
*SOUTHWEST	05/01/95		08/01/95	05/13/96	02/01/96	05/30/95
STANDARD	11/04/94		08/01/97	08/01/97	07/01/97	05/14/96

<Home> <End> <PgUp> <PgDn> PRINT NEXT <Esc>

Overview of Insurance Documents

Choose *Insurance* from the Report menu to get this screen summary.

The dates on the job are compared to the insurance expiration dates and any contractors in violation are marked with an asterisk. The title/status bar shows the number of contractors in violation.

(2) (5) (2) Payrolls

Here you can track all the certified payrolls submitted by the different contractors. Compliance can be checked with the Weekly Payrolls report.

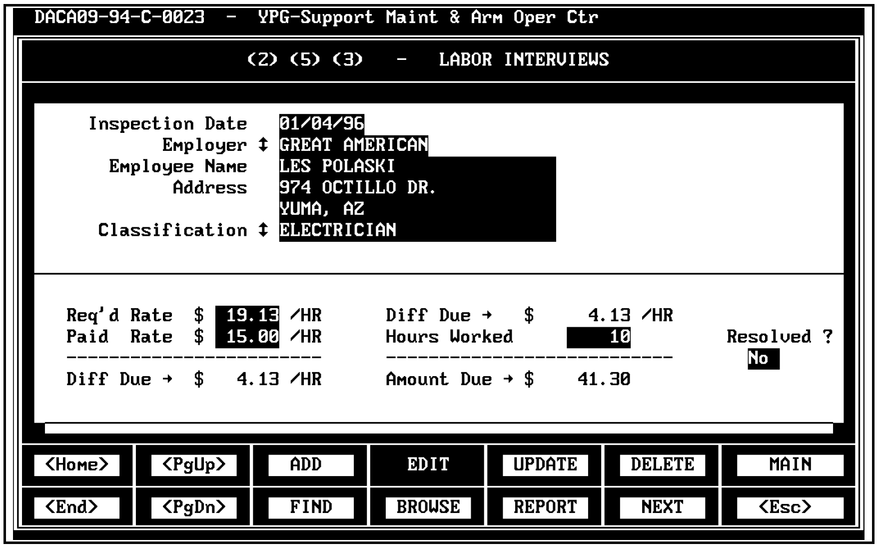
The first two columns are the same as the insurance screen, contractors' names and first/last days, and are display only. The rest of the screen contains one column for each week of the project. For projects longer than four months, the weekly columns will scroll off the screen. The year is shown at the top center of the screen.

Update the screen by typing **S** for payroll submitted or **P** if there are problems with the submission. Leave the column blank for any subcontractor or week where a payroll is not submitted. The weeks are set up as Sunday to Saturday, but can be used to fit your situation.

NOTE: Use the FIND command on the menu bar to quickly locate a particular contractor in both Insurances and Payrolls.

(2) (5) (3) Labor Interviews

Labor interviews are conducted to assure that proper wages are being paid to all workers.



Labor Interview Summary

This interview shows a problem with insufficient wages being paid.

Inspection Date	Self explanatory
Employer ↕	**Lookup** Subcontractor's name
Employee Name	Self explanatory
Address	Self explanatory
Classification ↕	**Lookup** Labor classification
Req'd Rate	Will fill in automatically if the labor rate tables are used
Paid Rate	Amount the employee reports being paid
Diff Due	**Calculated** Difference between the required rate and that paid
Hours Worked	Self explanatory
Resolved?	Defaults to N/A if the required rate is being paid; defaults to No if there is a problem; type **Y** when the issue is resolved

(2) (5) (4) Library — Contractor Documents

This choice allows you access to the contractor documents libraries where you can add or change entries without exiting from the project you are using. Remember, changes made to any library affect all projects.

Details on how to edit these libraries can be found in the System Library chapter.

(2) (6) Contract Finances

Overview

This option continues the financial entry begun under Award Planning. Here you track financial changes during the course of the project. As contract modifications are made and additional funding is requested, the impact on the current working estimate is shown here.

Military and civil projects have some differences in financing which will be noted in this section. A project gets its military/civil coding from the QA Report Type entered on the Contract Description screen, (2) (1) (1) (1).

Input

Much of the data in this section is originally entered in Project Planning. The appropriation information is usually entered with the award information. As the project progresses, the data is recalculated from entries made here and in Contract Modifications.

For military projects: When modification funding is entered in (2) (7) (1) (2), Modification Tracking/Funding, the designated amount is automatically transferred from the contingency category to the un/awarded estimate category (for status 5 mods). When a mod becomes status 6, the amount is transferred from the un/awarded estimate category to the contract changes category and added to the award amount.

For civil projects: When modification funding is entered for civil projects, the amount is added to the contract changes amount on the CWE screen and to the funding to date amount on the Contract Funding screens.

Reports

Financial Overview: This screen summary, shown later in this section, lists the award amount (total of all appropriations) and each of the modifications and shows whether the sum of bid items, sum of activities, funding balance and appropriation balance are all balanced. Unbalanced items are shown in red.

Appropriation Summary: This report lists the appropriation number, description and basic contract amount for each appropriation and then totals them.

Appropriation Listing: The financial progress of the contract is shown on this list of the award contract amount, modifications, amount paid to date and other information.

Appropriation Contingency History: For each appropriation, the list of mods is printed showing the amount, the time added and whether the mod has been included on the pay estimate.

Bid Summary: This report lists the bid items for each appropriation, the amount of the item and whether the item was on the award or a modification.

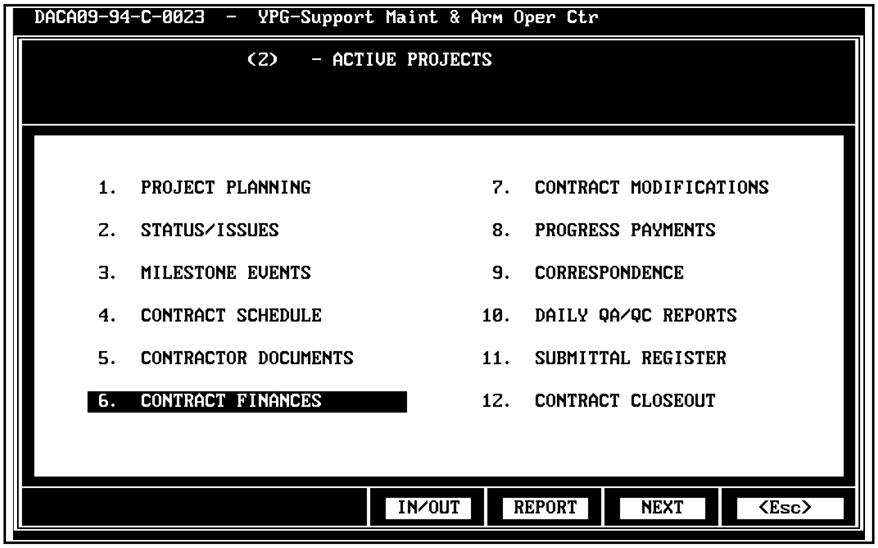
Activity Summary: This report lists the activities with their amounts for each bid item. It is the same as the Activity Summary report listed under Project Planning.

Libraries

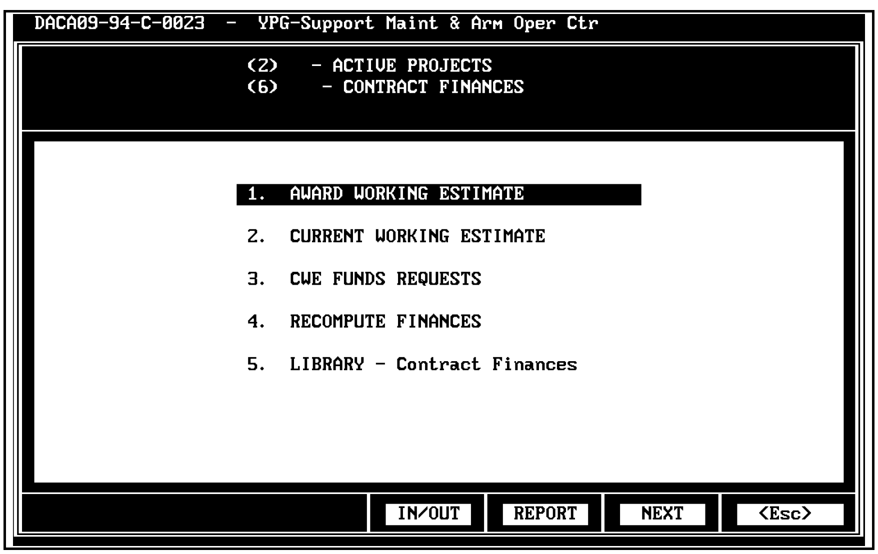
Libraries accessible in Contract Finances are:

- Contract Types
- Contract Funding Types
- Units

None of these libraries require input in order to begin using RMS.



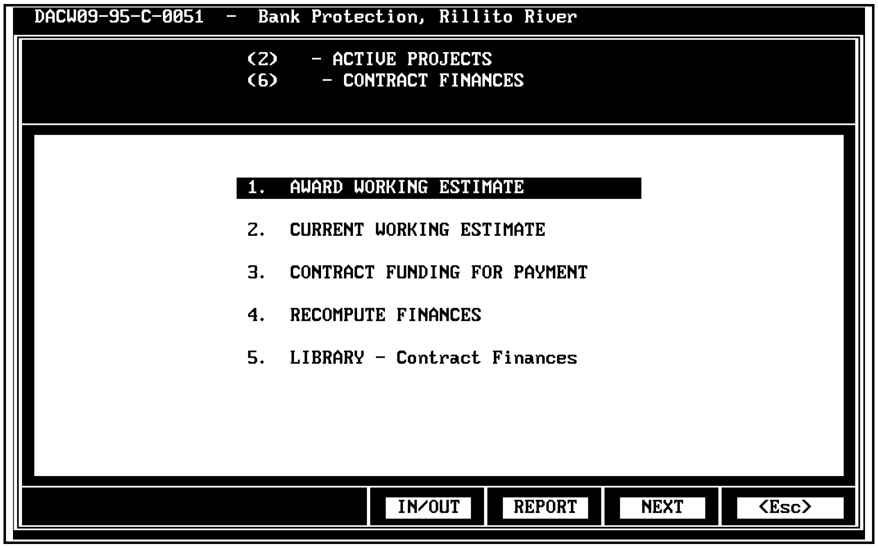
Choose *Contract Finances* from the main project menu.



Contract Finances Menu

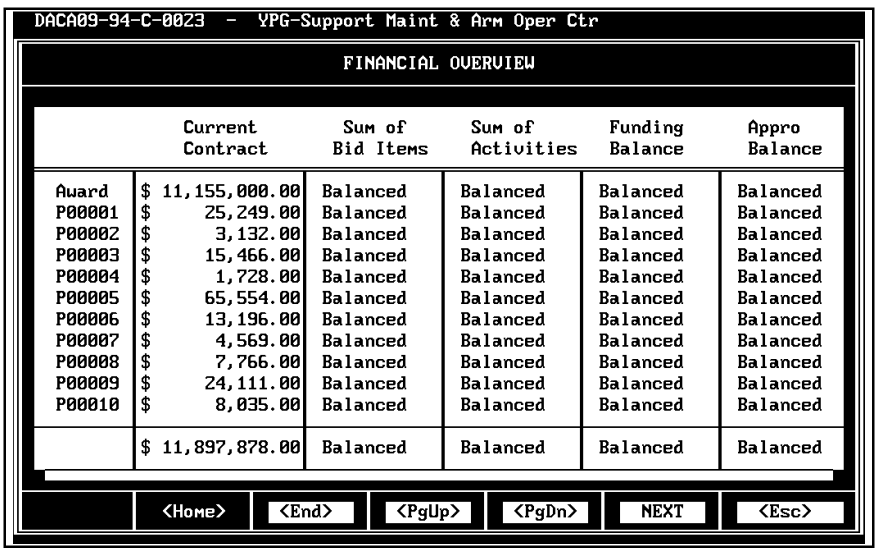
Military Projects

Menu item #3 is different for civil projects (see next illustration).



Contract Finances Menu

Civil Projects


DACA09-94-C-0023 - YPG-Support Maint & Arm Oper Ctr

FINANCIAL OVERVIEW

	Current Contract	Sum of Bid Items	Sum of Activities	Funding Balance	Appro Balance
Award	$ 11,155,000.00	Balanced	Balanced	Balanced	Balanced
P00001	$ 25,249.00	Balanced	Balanced	Balanced	Balanced
P00002	$ 3,132.00	Balanced	Balanced	Balanced	Balanced
P00003	$ 15,466.00	Balanced	Balanced	Balanced	Balanced
P00004	$ 1,728.00	Balanced	Balanced	Balanced	Balanced
P00005	$ 65,554.00	Balanced	Balanced	Balanced	Balanced
P00006	$ 13,196.00	Balanced	Balanced	Balanced	Balanced
P00007	$ 4,569.00	Balanced	Balanced	Balanced	Balanced
P00008	$ 7,766.00	Balanced	Balanced	Balanced	Balanced
P00009	$ 24,111.00	Balanced	Balanced	Balanced	Balanced
P00010	$ 8,035.00	Balanced	Balanced	Balanced	Balanced
	$ 11,897,878.00	Balanced	Balanced	Balanced	Balanced

<Home> <End> <PgUp> <PgDn> NEXT <Esc>

Financial Overview Screen

Choose *Financial Overview* from the report menu to get this summary of the award and all subsequent modifications.

This is a quick way to make sure that all items are balanced.

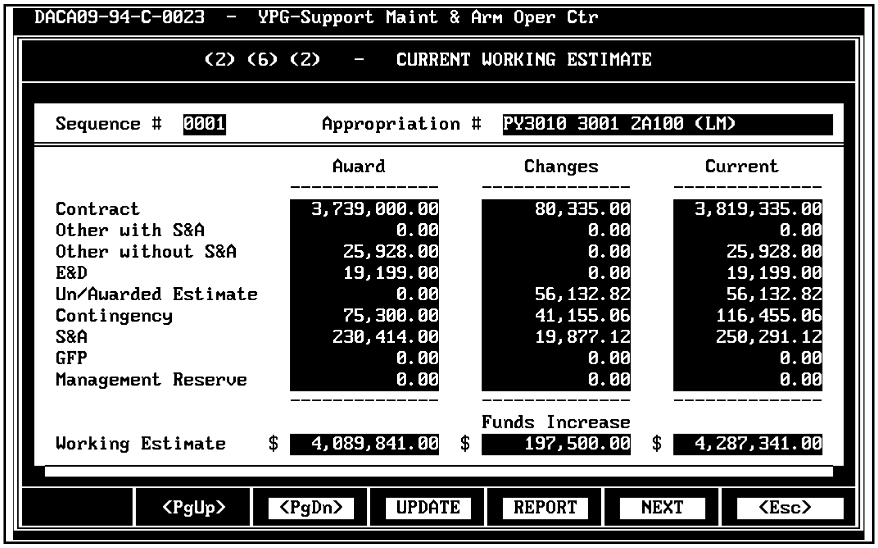
If any item displays "Unbalanced" in red, an error line will print on Form 93a (printed from Progress Payments) and an error report will further define the problem.

(2) (6) (1) Award Working Estimate

The Award Working Estimate entry screen is the same as the Award Appropriation screen found under Project Planning (2) (1) (1) (3). See page 4-10 for a screen illustration and entry details.

(2) (6) (2) Current Working Estimate (CWE)

This screen allows you to keep track of the CWE as the project progresses. Many of the amounts are display only, but some can be edited. Details are shown in the table below.



Appropriation 1

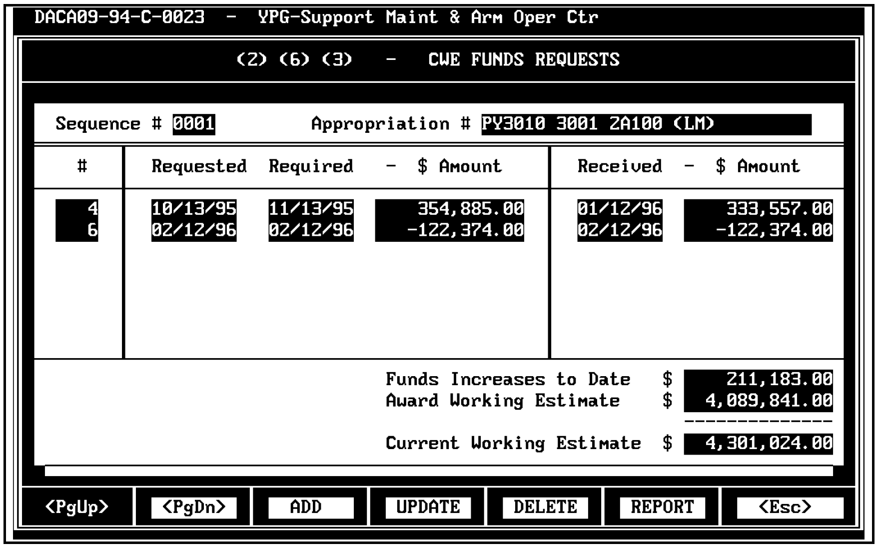
There will be a CWE for each appropriation. This screen shows the first appropriation for the current project.

Descriptions of field contents are shown in the table below. Shaded areas show fields that can be modified. All others are display only.

	Award	Changes	Current
Contract		Sum of status 6 mods	Award ± Changes
Other with S&A		Increases or Decreases shown here	Enter the current amounts
Other without S&A			
E&D	Original figures from the Award Working Estimate		
Un/awarded Estimate		Sum of status 5 mods	Award ± Changes
Contingency		Amount Used	Award ± Changes
S&A		Increases or Decreases shown here	Enter the current amounts
GFP			
Management Reserve			
Working Estimate	Sum of Column	Sum of Column	Sum of Column

Use this screen to redistribute contingency funds as necessary. Any increases or decreases made in the Current column will be reflected in the Changes column and the contingency amounts in both columns will be adjusted accordingly.

(2) (6) (3) CWE Funds Request (Military Projects)



CWE Funds Request Entry Screen

This screen is used to track changes to funding.

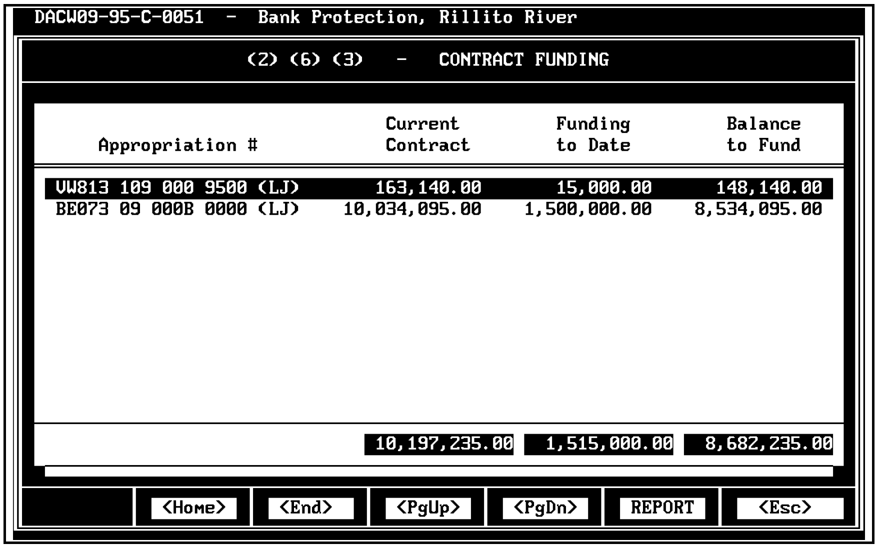
You will have one screen for each appropriation.

Press **A** to add a new funding request line. All requests for a single appropriation will be shown on this screen.

Sequence #	**Display** Sequential number of appropriation
Appropriation #	**Display** Automatically entered for each appropriation
#	Requests are numbered sequentially across all appropriations; the above screen shows that requests 4 and 6 were made for this appropriation
Requested	Date requested
Required	Date required
$ Amount	Amount requested
Received	Date received
$ Amount	Amount received
Funds Inc to Date	**Calculated** Sum of amounts received above
Award Working Est	**Display** Carried over from the AWE screen
Current Working Est	**Calculated** Sum of AWE plus all $ Received

After the amounts are entered on this screen, return to the CWE screen (2) (6) (2) to make the distribution. Until the dollar amounts for S&A, E&D and so on are adjusted, the total amount of the change is reflected in the contingency total in the current column.

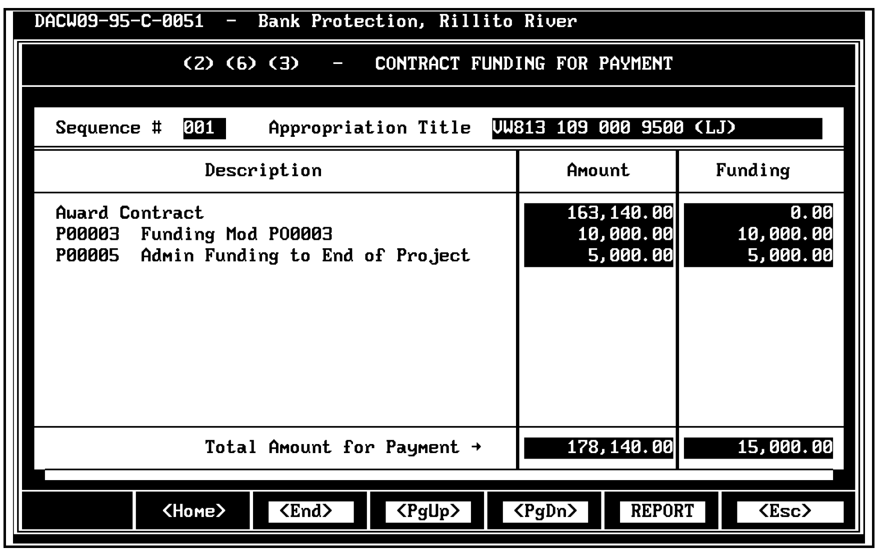
(2) (6) (3) Contract Funding For Payment (Civil Projects)



This is a display only screen. Each appropriation is listed with its current contract amount.

Funding to Date is the basic contract funding at award plus any amounts added with modifications.

Balance to Fund is the calculated difference between the current contract and the funding to date.



Contract Funding for Payment — Screen 2

Press [Enter] with the cursor on one of the line items in the screen above for a detailed look at that item.

(2) (6) (4) Recompute Finances

Recompute Finances goes through all the financial entries and recalculates them. When you have made modifications, use this option to update all your balances and times. In addition, use it whenever your finances appear out of balance. If RMS finds that the figures don't balance, it will give you an error report so you can determine where the error lies.

(2) (6) (5) Library — Finances

This choice allows you access to the finances libraries where you can edit entries without exiting from the project you are using. Remember, changes made to any library affect all projects. Details on how to edit these libraries can be found in the System Library chapter.

(2) (7) Contract Modifications

Overview

Most projects will need to be modified at some point in their life.

For military projects: When an appropriation is made, contingency funds are generally allocated to cover modifications that arise. As modifications are proposed and funding entered, the necessary funds are subtracted from the contingency amount and added to the un/awarded estimate amount on the current working estimate screen. When a mod is designated as Complete, the funding amount is added to the contract amount.

For civil projects: Contingency funds are not generally allocated for these projects. When modifications need to be funded, additional money is added to the contract.

RMS looks at modifications in two distinct parts. Part One defines the change and tracks actions before the change becomes an official contract modification. During this time (options 1 and 2 below), RMS refers to the change by serial number, using your mod prefix and sequential number. Part Two begins once all actions on options 1 and 2 are complete. Option 3 adds the PO number and creates the "mod package". Options 3 and 4 refer to the change by PO #.

Modifications follow a predictable route through RMS with entries being made at each of the first four options on the mod process menu in turn:

1. Description / BCD (Part One)
2. Tracking / Funding (Part One)
3. SF30 / Bid Items (Part Two)
4. Signature / Activities (Part Two)

As shown in the list, each menu choice has two topics; each topic is shown on a separate screen. The exception is Tracking/Funding, which will be shown on the same screen if there is only one appropriation. The first screen is an Edit screen. The second one is an Update screen and cannot be viewed except in Edit or Update mode. Type **R** for Report from any screen to print a BCD, SF30, mod routing slip and a variety of tracking reports.

Here is a summary of the data required at each step. Details and screen illustrations follow.

Serial # Description / BCD (2) (7) (1, 2, or 3) (1)

The need for a change is communicated with a Basic Change Document (BCD). This describes the change, the reason it is necessary, the initial estimated cost and any possible errors or damages involved.

Screen 1 **Edit** Enter the general information about the change including originating agency, reasons, requirements, dates and personnel. The reason code determines where the mod is shown on the Contract Status Report, Modification Graph.

Screen 2 **Update** Items: Enter the specifics of the change; use one item for each part of the change; include the cost and time, a detailed description and an explanation of the necessity. Items must be entered before the BCD is ready for signature.

Serial # Tracking / Funding (2) (7) (1, 2, or 3) (2)

Once a change is described, an RFP may be issued, proposals are submitted, negotiations are done, a Miscellaneous Commitment Document (MCD) is completed and the source of funding is defined. The RFP letter can be created within the mod module by choosing option 7, Reference # Letters, and then adding a new letter. Generate Mod Documents, option 6, can be used to write PNM's and other ancillary documents. These documents can be customized for your office in the System Library.

Screen 1 **Edit** Enter dates, amounts and time on the estimate, proposal, negotiations and the MCD.

Screen 2 **Update** Show the transaction and stage codes and how the change will be funded. These codes determine whether the mod dollars are counted as firm, pending, funded or unfunded on the Contract Status screen (2) (2) (1). Mods with a transaction code of 6 are firm; all others are pending.

Mod # SF30 / Bid Items (2) (7) (1, 2, or 3) (3)

When a change has been negotiated and funding is available, it can be assigned a PO # and a mod package, and an SF30 (Modification of Contract) can be prepared. A mod package can contain several changes that are being processed at the same time. To complete an SF30, bid items for the changes must be entered. Often one new single lump sum item is entered that encompasses all the changes in the mod package; however, the mod can also be added to an existing bid item.

Screen 1 **Edit** When you have the MCD, attach the Serial # to a mod package. Add text to be included on the SF30. The library includes many common text options from which to choose.

Screen 2 **Update** Bid Items: Enter bid items; the screen is the same as in Award Planning. Either add items manually (if there is more than one item) or let RMS create a single item for you. Bid items must balance before the SF30 can be signed.

Mod # Signature / Activities (2) (7) (1, 2, or 3) (4)

The last step in processing a modification is getting the signatures, checking the Include on Pay field and entering the pay activities. Once this is done, the modification can be included on pay requests. When all steps are completed and a copy of the final mod is received from the District, the mod can be closed.

Screen 1 **Edit** Enter dates for signatures. When the Include on Payment date is entered, you can proceed to screen 2. When the Mod File Closed date is entered, the mod moves off of the Open Modifications list to the All Modifications list.

Screen 2 **Update** Pay Activities: Enter pay activities for the mod. Activities must be entered and balanced before the contractor can be paid for any of the work related to this modification. As with bid items, you can add pay activities manually (if there is more than one) or have RMS created a single one for you.

In summary, to work with a particular modification:

I. Choose *Open Modifications* or *All Modifications* (2) (7) (1 or 2)
Choose the modification from the list or type **A** to add a new one
Then choose the process:

Serial # Description / BCD	(2) (7) (1 or 2) (1)
Serial # Tracking / Funding	(2) (7) (1 or 2) (2)
Mod # SF30 / Bid Items	(2) (7) (1 or 2) (3)
Mod # Signature / Activities	(2) (7) (1 or 2) (4)

This option allows you to process several aspects of a single modification at once. In addition, you can generate mod documents and can view any letters or QA reports that reference the mod.

To work by mod process:

II. Choose *Mods by Mod Process* (2) (7) (3)
Choose *Open* or *All Modifications*
Choose the process, e.g. *Tracking/Funding* (2) (7) (3) (2)

This option allows you to process one aspect of several mods at once, for example, you can enter tracking dates for several proposals. You cannot enter a new mod through this route.

You have the same data entry screens no matter which route you choose, so each screen will be documented only once with reference made to the menu choices which access it. **NOTE:** When you have added a modification or changed the dollar amount, choose Recompute Finances (2) (6) (4) to ensure that the change is incorporated accurately into the Current Working Estimate.

Input

Input for modifications comes from a variety of documents. See the Overview for details.

Reports

Change Request Tracking Report: This chart lists the funding, dates for estimate, proposal, negotiations, MCD and mod package for each change request. It can be printed for open, completed or all modifications.

Open Mods exceeding *X* days or with overdue action: The same chart as above is printed for the mods with overdue action.

Mods Listings: This report lists the mod number, the title and the amount with a total amount at the end of the list.

Reports for specified mods:

- Basic Change Document (BCD): This document requests a change in the contract.
- SF30: This document authorizes the change.
- Mod Routing Slip: This cover page shows who must sign or review the modification.

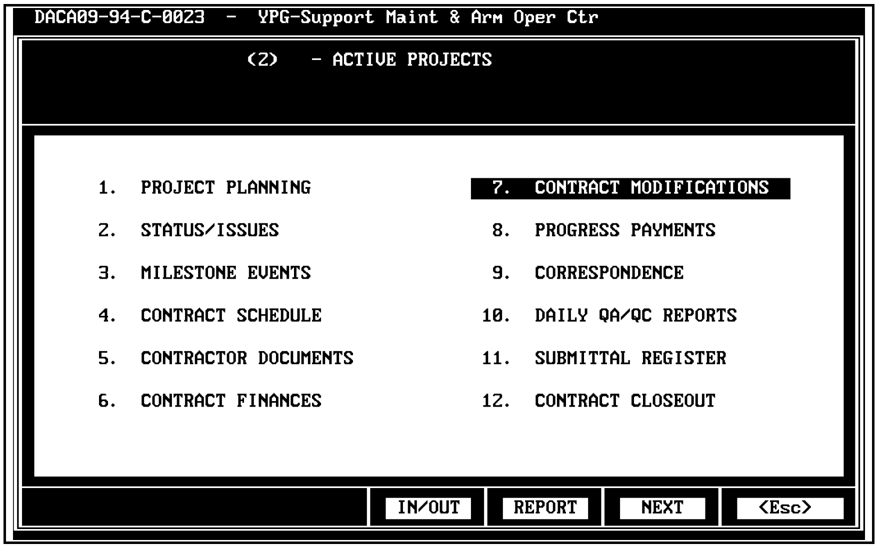
Keyword search: This screen report will find all instances of the specified word in the Description of Change or Necessity for Change fields. The change request description screen for each instance will be shown.

Libraries

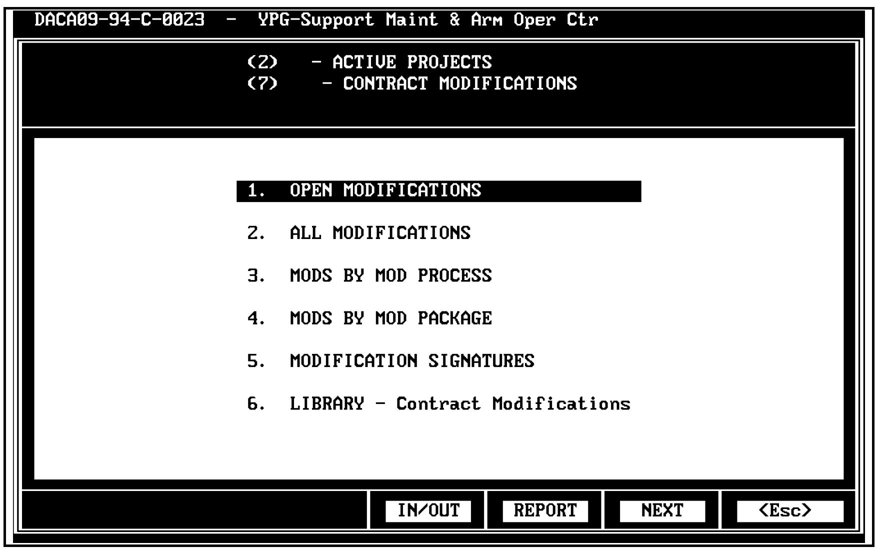
Libraries accessible in Contract Modifications are:

- Mod Policy
- FAR Clauses
- Mod Reason Codes
- Mod Stage Codes
- Originating Agencies
- Mod Routing Slip
- Mod Documents
- Mod Types
- Signature Blocks
- BCD Description of Change
- BCD Necessity of Change
- BCD Change in Drawings
- BCD Change in Specs
- SF30 Change in Contract Price
- SF30 Change in Contract Time
- SF30 Closing Statements

Review the Mod Policy screen to be sure the defaults are suitable to your situation. Enter names and titles in the Signature Blocks library. Enter routing information in the Mod Routing Slip library. The Mod Documents library includes templates for a variety of documents; you can add more templates or edit the existing ones.



Choose *Contract Modifications* from the main project menu.

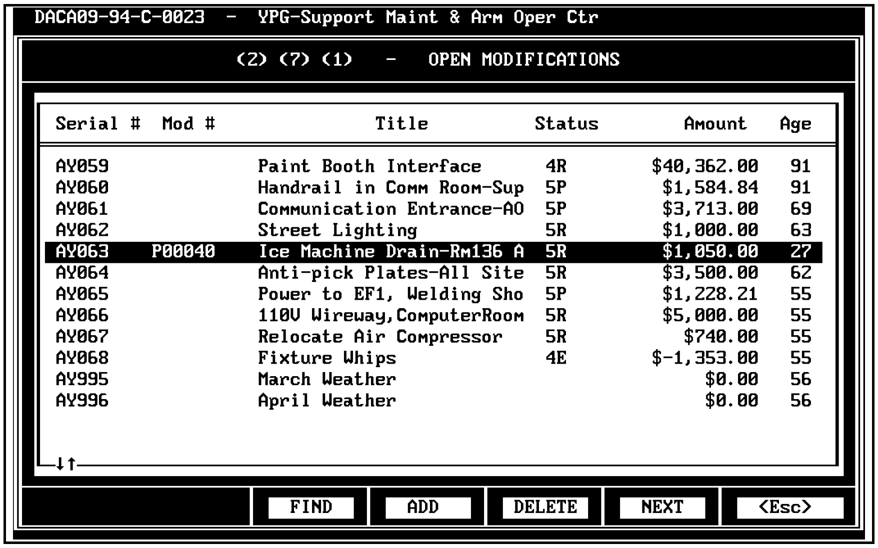


Contract Modifications Menu

Modifications can be accessed by two routes.

1) Select *Open or All Modifications*, and select the mod serial number. You can then choose any process for that serial number.
2) Select *Mods By Mod Process*, and select the process, e.g. *Tracking/Funding*. You can then page down through the tracking screens for each of mod.

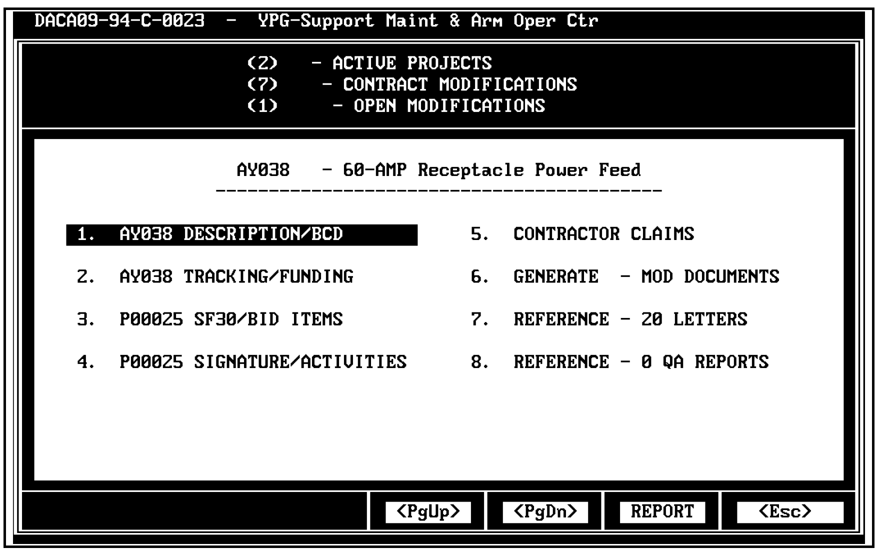
Mods by Mod Package allows you to create a mod package by selecting the change items that will be a part of that package.



Mod Selection Screen

Choose the item with which to work from this screen.

For a new change, type **A** for Add. You will bypass the next menu and go directly to the Description screen.



Mod Process Menu

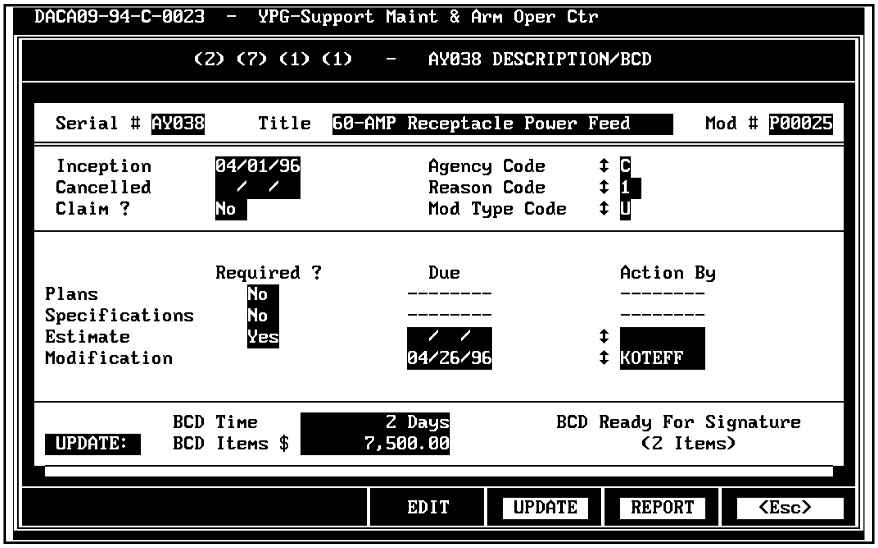
This menu displays after a particular modification is chosen from Open or All Modifications. AY038 is the serial number chosen here.

When Mods By Mod Process is chosen, only the first five choices are available and the serial # does not appear.

From this menu, in either Open or All Modifications, you can move to other mods by pressing [PgUp] or [PgDn].

(2) (7) (1, 2, 3) (1) Description/BCD

When you have chosen a particular modification, the serial number will be shown in the menu choices, for example, AY038 Description (BCD). The type of BCD used, either Form 747 or Form 84, is chosen in the Mod Policy library.



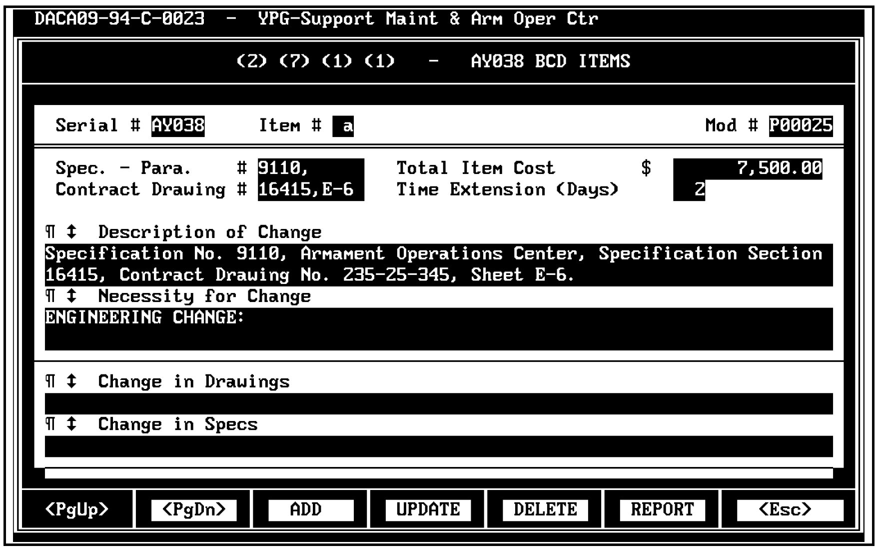
Description: General Information
Screen 1 (Edit Screen)

If you set the Required? field to Yes, the due dates are calculated by the defaults you've set as your office's mod policy in the System Library.

Serial #	The prefix is automatically filled in with what you entered as your office's prefix in the Office Structure option. The next available number is added; you can accept that number or enter you own. To add a multi-part change, enter a number that already exists and RMS will ask you if you want to convert to a multi-part mod.
Title	Brief description of the change
Mod #	Automatically filled in after the change is added to a mod package
Inception	Automatically filled in with today's date but can be changed; starts the clock on the age of the mod
Cancelled	Date the change was cancelled, if applicable; otherwise it remains blank
Claim?	Yes or No
Agency Code ↕	**Required / Lookup** Originating agency
Reason Code ↕	**Required / Lookup** Reason for modification; affects category of mod on status report. If **Q** is entered, the bottom section of the screen shows Quantity Variation instead of BCD Time and Items $.
Mod Type Code ↕	**Required / Lookup** Type of modification
Plans—Required?	If No, go on to Specifications
Plans—Due	If a Yes is entered in Required?, a date field will be shown with the due date filled in according to your office's mod policy. Adjust it if necessary.
Plans—Action By ↕	**Lookup** Used if a Yes is entered in Required?; the lookup table is built from names assigned to process modifications in (5) (3) (1).
Specifications	Same as Plans
Estimate	Same as Plans
Modification Date	Date mod is due to be completed; default from the mod policy library
Mod Action By ↕	**Lookup** Person responsible for processing the change

The bottom section of the previous screen is information only. To make the BCD ready for signature, you must complete the item information on the next screen. Otherwise, the BCD Time and Items $ will be zero and the message will say “BCD Not Ready For Signature.” Signature names for BCD’s are assigned in Modification Signatures (2) (7) (5). In the previous illustration, you can see time and dollar amounts plus the number of items included in this change.

A description of each change item is entered on screen 2. To access that screen, type **U** for Update. The screen will be displayed. Type **A** to add an item or **U** again to make changes to existing entries. Each change can have several items. Once the items are entered, the BCD is ready to be printed and signed.



Description: Item Entry Screen 2 (Update Screen)

Enter each item of a change on a separate screen.

The information entered in the first two memo fields will print on the BCD. The Description of Change will also be used as the scope of work on the SF30 and RFP (when a form letter is generated).

Serial #	**Display** Automatically entered
Item #	The next sequential number is automatically filled in but can be changed
Mod #	**Display** Automatically entered if a mod # (PO##) has been assigned
Spec. - Para #	Self explanatory, if applicable
Contract Drawing #	Self explanatory, if applicable
Total Item Cost	Estimated cost for the individual item only, not the total change
Time Ext (days)	Days this change will add to the contract time
Desc of Change ¶ ↕	**Memo / Lookup** Self explanatory; library lookups contain standard phrases for use in this and the subsequent memo fields on this screen. The lookups can be edited once they are inserted in the field.
Necessity for Chg ¶ ↕	**Memo / Lookup** As above
Chg in Drawings ¶ ↕	**Memo / Lookup** As above
Chg in Specs ¶ ↕	**Memo / Lookup** As above

NOTE: The Description of Change should be carefully reviewed and, if necessary, changed to reflect the actual scope of work following final negotiations. This description will carry over to the PNM, the SF30 and form letters. For ease of reading, the description should be entered in upper and lower case.

(2) (7) (1, 2, 3) (2) Tracking/Funding

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DACA09-94-C-0023  -  YPG-Support Maint & Arm Oper Ctr

              (2) (7) (1) (2)   -   AY038 TRACKING/FUNDING

 Serial # AY038     Title 60-AMP Receptacle Power Feed       Mod # P00025

     Required ?      Requested    Due       Completed      $ Amount      Time
 ----------------    --------   --------   -----------   --------------  ----
 BCD Items                                                     7,500.00     2
 Estimate     Yes                 /  /      11/07/95           5,819.00     0
 Proposal     Yes    04/01/96     /  /      06/10/96               0.00     0

 Negotiations No                --------   --------      --------------  ----
 MCD          Yes    07/17/96   07/22/96     /  /              5,819.00

 Remarks      Unilateral

              Transaction  6                            $ AY038 Amount   Time
 UPDATE:      Stage Code   D                                  5,819.00      5

                                  EDIT      UPDATE      REPORT      <Esc>
```

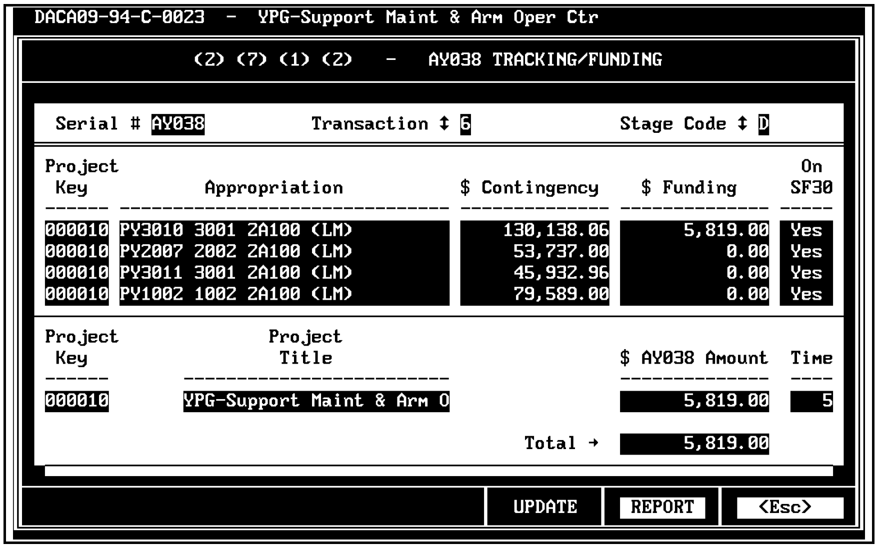
Screen 1 (Edit Screen)

This screen allows you to track a change through all the steps prior to the signature on the SF30.

Like the Description screen, the Required? and date due fields are determined by your mod policy library defaults.

Serial # **Display** Carried over
Title **Display** Carried over
Mod # **Display** Carried over if a mod # has been assigned
BCD Items Amount **Display** Carried over; total of BCD items estimated cost
BCD Items Time **Display** Carried over; total of BCD items estimated time
Estimate A Yes to Required? will turn on the additional date, amount and time fields; fill these in as events take place
Proposal Same as Estimate
Negotiations Same as Estimate
MCD Same as Estimate
Remarks Brief remarks on the tracking; this will print on the Change Request Tracking Report. If the mod reason is entered, the tracking report will contain all the essential mod information.
Transaction Unfunded (4), Funded (5), Completed (6); entered here for projects with one appropriation. For projects with more than one appropriation, this is a **Display** field; the code is entered on the next screen.
Stage Self explanatory; entered here for projects with one appropriation. For projects with more than one appropriation, this is a **Display** field; the code is entered on the next screen.
Contingency $**Display** For projects with one appropriation, the contingency balance is shown next to the stage code.

If you have overdue RFP notices, PNM's or other documents to produce, return to the mod process menu and choose Generate Mod Documents or Reference # Letters. All of the pertinent data from the modification will automatically be incorporated into the document or letter.

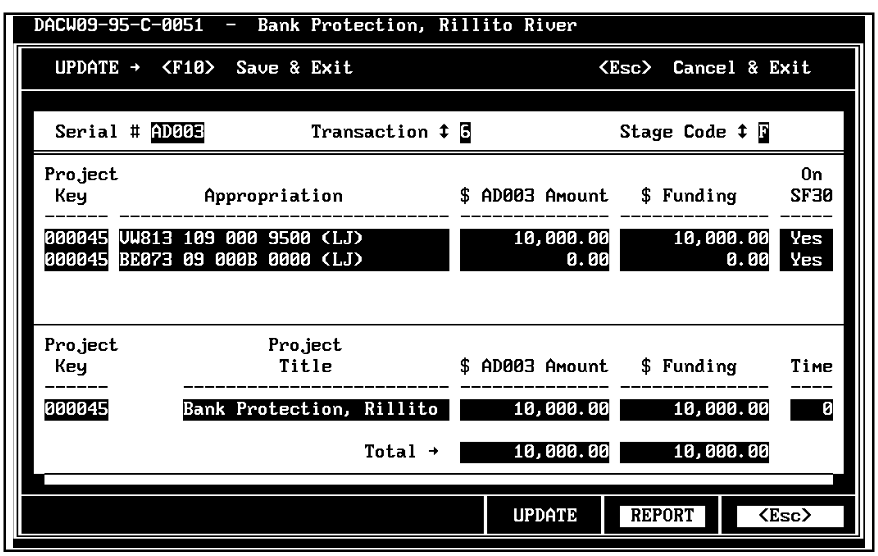


Tracking/Funding Screen 2 (Update Screen)

Military Project Screen

Only four appropriations can display at one time. If there are more, arrow down to access the rest.

Serial #	**Display** Carried over
Transaction ↕	**Lookup** Unfunded (4), Funded (5), Completed (6); revise as the change becomes a modification
Stage ↕	**Lookup** Reflects activity at various stages; revise as required
Contingency	**Display** The amount left in contingency for each appropriation
Funding	Enter the amount to be taken from each appropriation for this change; this amount will be subtracted from the contingency amount. If you exceed the amount of the contingency, a negative amount will be shown in red.
On SF30	Choose whether appropriations with zero amounts will print on the SF30. If a funding amount is entered, Yes is automatically entered.
Proj Key/Title/Amt	**Display** The total amount for each project key will be displayed here.
Time	Enter the time in days to be added to each project key for this change.
Total	**Display** The total amount for all project keys



Civil Project Screen

Since civil projects don't usually have contingency funds, the tracking screen is different. The amount of the mod is shown along with the funding that will be charged to each appropriation.

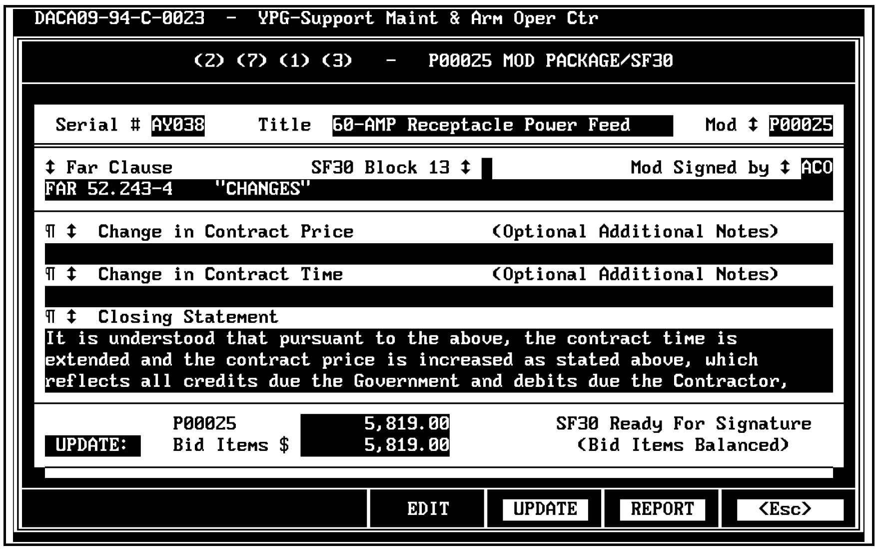
Totals are shown on the bottom of the screen.

(2) (7) (1, 2, 3) (3) SF30/Bid Items

This choice allows you to assign the PO # and include a change in a mod package. Several serial numbers can be combined in one mod package.

Attaching a Serial # to an Existing Mod Package (PO #)

Choose *Open Modifications*
Choose the serial number
Choose *Mod # SF30 / Bid Items*
Type **E** to edit
Press [F2] to access the list of open mod numbers
Choose the Mod #



Screen 1 (Edit Screen)

You cannot edit any fields on this screen unless you have a Mod # assigned.

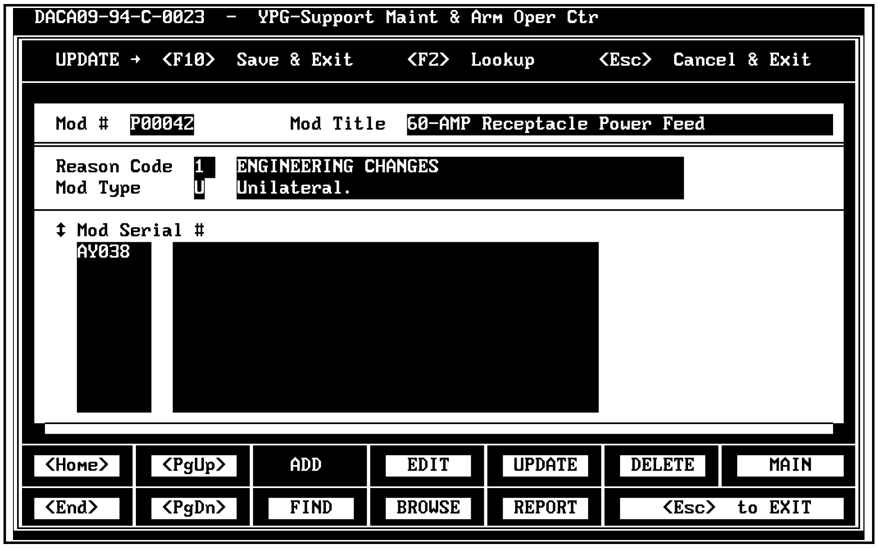
SF30 Block 13	**Lookup**	Determines which box is checked on the SF30 Block 13
Mod Signed By	**Lookup**	Either CO or ACO; the name printed in the SF30 signature box is determined by the name entered under Modification Signatures (2) (7) (5).
FAR Clause	**Lookup**	Select the applicable FAR Clause, if any

Sample text for Change in Contract Price, Change in Contract Time and Closing Statement can be chosen from a lookup and edited to suit the situation. Additional sample text entries can be added to the System Library.

The bottom portion of this screen is for information only. It lets you know whether the bid items have been entered. You must have bid items equal to the mod amount before the SF30 can be printed and signed. See the next section for details.

Creating a New Mod Package (PO #)

To create a new mod package, follow the previous steps until you press the [F2] key. From the [F2] lookup screen, type **A** to add a Mod #. This screen appears.



Add Mod Package Screen

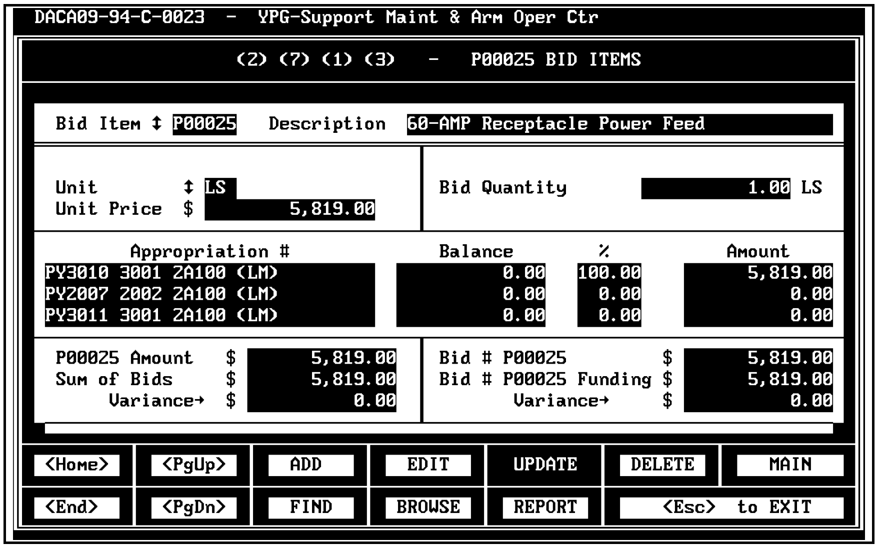
Mod #	Automatically filled in with the next sequential number; can be changed
Title	The Serial # title is automatically filled in; it, too, can be changed
Reason Code	**Display** Carried over from the description screen
Mon Type	**Display** Carried over from the description screen
Mod Serial # ↕	**Lookup** Choose the serial number to include in this mod package; the title will be filled in. If you have additional serial numbers to include, press [F2] again to choose the next one.

Press [F10] to save the new Mod #. It now shows on the lookup list; press [Enter] to select it. You can now continue filling in the mod package screen as before.

NOTE: If you will be assigning more than one serial number to the mod package, it may be more efficient to choose *Mods By Mod Package*. Choose **Add** to access the above screen and add each serial number to the package.

Adding Bid Items for Mod Numbers—Screen 2

From the initial SF30 screen, type **U** to move to the bid items screen. This is the same screen found under Award Planning (2) (1) (1) (4). An illustration is shown on the next page; see page 4-11 for entry details.



Mod Bid Items Screen

Type **A** to add a bid item. You can have RMS create a lump sum item for you with the PO # as the bid item number. Even though the Add Lump Sum option automatically fills in a unit of LS and a quantity of 1.00, you can change them.

If you have more than one bid item, choose to add manually and keep adding items until the sum of bids equals the mod # amount. The balance column shows the amount available from each appropriation, as entered in the mod tracking choice.

(2) (7) (1, 2, 3) (4) Signature/Activities

Screen 1 (Edit Screen)

When the necessary signatures have been obtained, the modification can be included on the pay request.

If the mod type is unilateral, the contractor's signature is not required on the SF30.

When a date for Mod File Closed is entered, the mod is removed from the Open Modifications screen. Pay activities must be entered before the mod is finalized and the file closed or you will get an “Unbalanced” message in Contract Finances.

Pay Activities: Screen 2

When the Include on Pay Estimate # is set to a prior or current Pay Estimate #, you can create pay activities for this change. When you type **A** to add, you have these choices:

Manually add activity

Add activity equal to bid item _____ (one line for each bid item)

Choose the method you wish to use. The screen is the same as the one accessed by (2) (1) (3) (1) (4). See page 4-22 for details and a screen illustration.

Note the display on the bottom of the screen. Before printing the SF30, be sure there is no variance.

Additional Menu Choices on the Open/All Modifications Menu

If you accessed your modification through *Open Modifications* or *All Modifications* (2) (7) (1 or 2), you have four additional utility type menu choices available.

(2) (7) (1, 2) (5) Contractor Claim

This option lets you enter dates and remarks relative to a contractor's claim so you can track the progress until it is resolved.

(2) (7) (1, 2) (6) Generate — Mod Documents

This option allows you to use a template document to create your own document. The operation is similar to Form Letters. See the Form Letter appendix for detailed directions.

(2) (7) (1, 2) (7) Reference — # Letters

The menu choice will replace the # sign with the number of letters which reference this serial number. If you choose this option, you can use the [PgUp] and [PgDn] keys to scroll through the letters, giving you a history of correspondence on this change. The screen is the same as the correspondence log screen (2) (9) (1) and can be updated. The letter itself can be edited by choosing the WP option from the menu bar.

New letters can also be added with this choice. When you generate letters from within a mod, information about that mod/serial number can be pulled into the letter for you.

(2) (7) (1, 2) (8) Reference — # QA Reports

The menu choice will replace the # sign with the number of QA narratives which reference this serial number. If you choose this option, you can use the [PgUp] and [PgDn] keys to scroll through the narratives. The screen is the same as QA narratives (2) (10) (1 or 2) (2) and can be edited.

Additional Choices on the Contract Modifications Menu

(2) (7) (4) Mods by Mod Package

This screen, shown earlier in the Create a New Mod Package section, allows you to create mod packages and add serial number changes to them.

(2) (7) (5) Modification Signatures

From the lookup table, choose the names of the personnel allowed to sign for changes on this project. CO/ACO names are taken from staff assigned as CO/ACO in Office Staff Assignments. The BCD names are stored in the Modifications Signature Blocks library in the System Library.

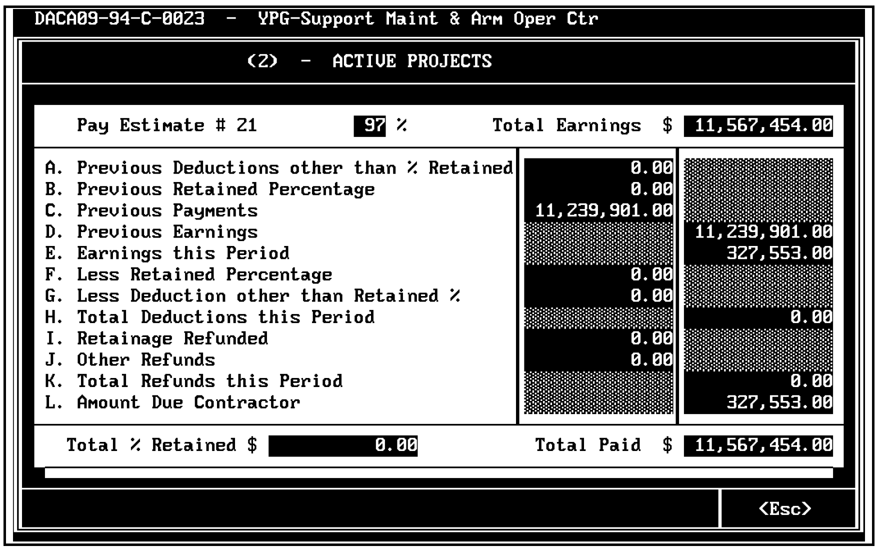
(2) (7) (6) Library — Contract Modifications

This choice allows you access to all the libraries associated with contract modifications. In this way, you do not have to exit from the project you are using to make an addition or a change to a related library. Details on how to edit these libraries can be found in the System Library chapter. Remember, changes made to any library affect all projects.

(2) (8) Progress Payments

Overview

Progress payments allows you to track all the aspects of making payments on the contract. The contractor submits a request for payment by pay activities. The request can either be for a dollar amount or for a percentage of the pay activity amount. The government representative reviews the request, checks for any outstanding requirements and decides what the allowed amount will be (again using either dollars or a percent). Retained percentages are also taken into consideration.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(2) - ACTIVE PROJECTS

Pay Estimate # 21 97 % Total Earnings $ 11,567,454.00

A. Previous Deductions other than % Retained	0.00	
B. Previous Retained Percentage	0.00	
C. Previous Payments	11,239,901.00	
D. Previous Earnings		11,239,901.00
E. Earnings this Period		327,553.00
F. Less Retained Percentage	0.00	
G. Less Deduction other than Retained %	0.00	
H. Total Deductions this Period		0.00
I. Retainage Refunded	0.00	
J. Other Refunds	0.00	
K. Total Refunds this Period		0.00
L. Amount Due Contractor		327,553.00

Total % Retained $ 0.00 Total Paid $ 11,567,454.00

<Esc>

Progress Payments Overview Screen

From the report menu, choose *Current Progress Payment Documents*, then *All Documents for Current Pay Estimate* to get this overview.

It is a reproduction of the financial area of Form 93a.

Input

The initial input for payments comes from the contractor in the form of a pay request. This request can be submitted on paper or on disk from the QC module. The remaining input comes from the review done by the government representative.

Reports

Contractor's Pay Request Worksheet: This can be printed either with or without the requested percentage entered. Any missing insurance or payroll documents, missing QC requirements, unverified tests, uncorrected QA comments and so on are listed.

Pay Estimate Summary Sheet (ENG Form 93): As its title indicates, this form summarizes the pay status of a contract, giving amounts of the basic contract, any modifications or quantity variations and any retained earnings.

Bid Item Summary Sheet (ENG Form 93a): This report lists the bid items with the contract amounts and the total paid to date.

Appropriations Summary Sheet (ENG Form 93a): Each appropriation is listed with the contract amount, previous earnings, earnings to date, earnings this period and the percent complete.

Payable Report: This report lists the amount paid for this period, any deductions made and the total amount due the contractor.

Activity Accrual for Current Pay Estimate: Activities for which pay has been requested are listed with the total amount and percent, previous amount and percent, earnings to date and the accrual for this period.

Total Earnings: All paid activities are listed with the total amount and percent, previous amount and percent, earnings to date and the amount left to pay.

Bid Summary: This report lists the bids by appropriation with the contract amount, previous earnings, earnings to date and accrual this period.

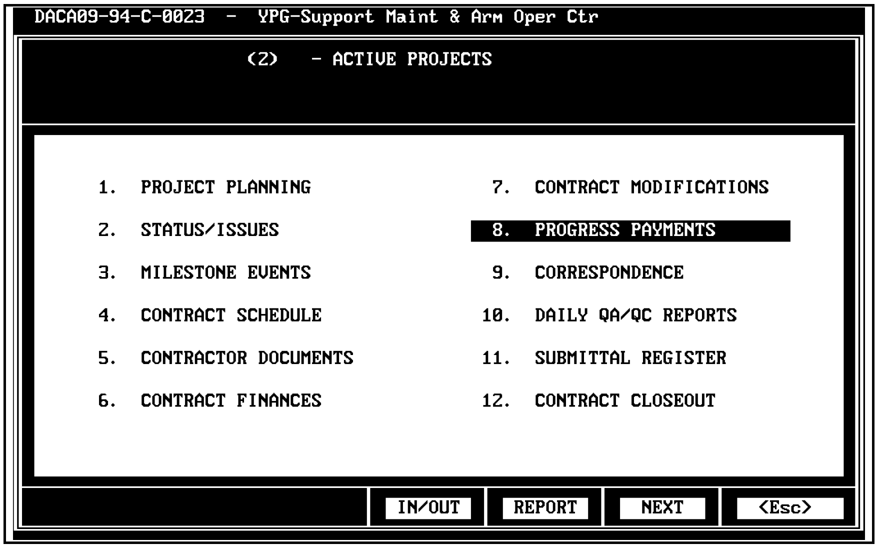
Summary of Payments: This report lists each pay estimate with the date, contract amount, earnings to date, retained percentage, other deductions, paid to date and remaining contract amount.

Libraries

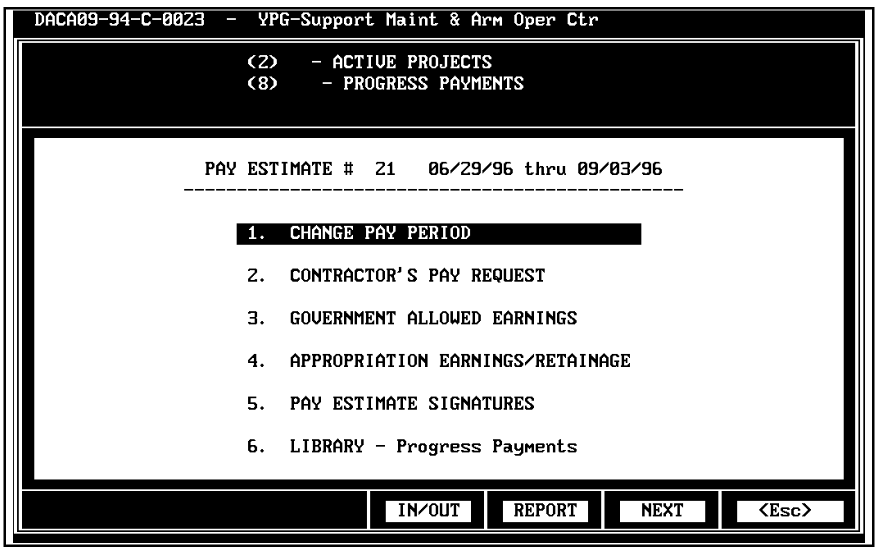
Libraries accessible in Progress Payments are:

- Payment Policy (3 screens)
- Signature Blocks

Review the Payment Policy to be sure the defaults are suitable for your situation. You can edit the pay request guidelines and the text to be printed on the final payment. In the Signature Blocks library, enter the names of persons who will sign pay requests.



Choose *Progress Payments* from the main project menu.



Progress Payments Menu

(2) (8) (1) Change Pay Period

This option allows you to review the dates and amounts from previous pay periods and to move on to the next one. You cannot go back to a pay period without deleting all those afterwards, so be sure that you have completed everything in the previous pay period before moving on.

When you type **A** to add a new pay period, you will be prompted to confirm your decision. Next you will be asked if this is a supplementary payment for the same pay period. If you answer **Y** for yes, the period will be designated with the same period number followed by the letter **a** and will have the same dates.

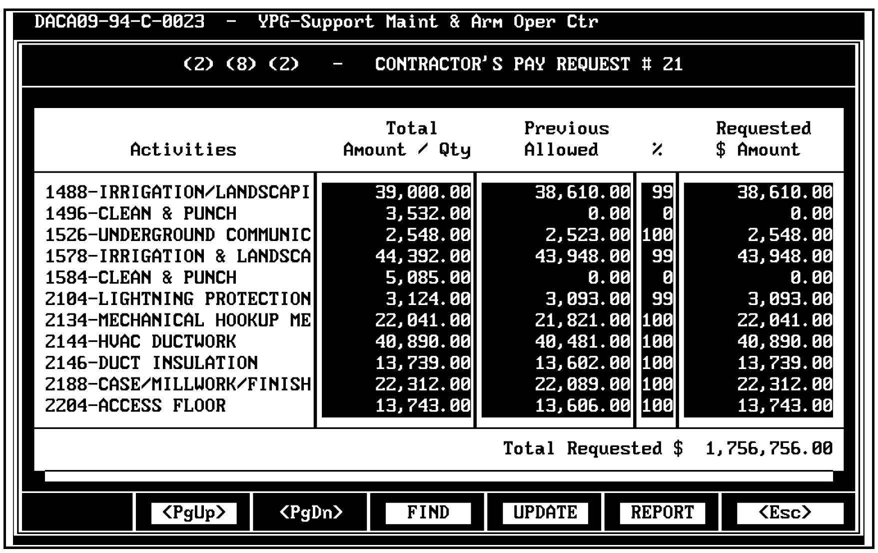
(2) (8) (2) Contractor's Pay Request

A contractor is paid according to the percentage of work completed. Each pay period a Contractor's Pay Request (Gig sheet) can be printed from the Reports menu. This sheet shows the total amount for each activity, what has already been paid and any outstanding items that might impede the payment. The pay request can be recorded on this sheet with either dollar amounts or a percentage for the work completed on each activity. That information is then entered through this menu option. The information can also be entered electronically from the QC module or from any other paper document you are using.

When you select *Contractor's Pay Request*, you first must provide some basic information.
Screen 1:

Date Request Received	Self explanatory (starts the clock for the Prompt Payment Act)
Est Amt of Stored Matl	Self explanatory; RMS calculates and prints the percent of stored materials on Form 93a.
Include Activities Previously Paid 100%	Yes or No; defaults to Yes (recommended)

When this information has been provided, RMS will process the request and present you with Screen 2, a list of activities (either all or those not fully paid). The following illustration shows all activities, even those that have already been paid 100%.



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(2) (8) (2) - CONTRACTOR'S PAY REQUEST # 21

Activities	Total Amount / Qty	Previous Allowed	%	Requested $ Amount
1488-IRRIGATION/LANDSCAPI	39,000.00	38,610.00	99	38,610.00
1496-CLEAN & PUNCH	3,532.00	0.00	0	0.00
1526-UNDERGROUND COMMUNIC	2,548.00	2,523.00	100	2,548.00
1578-IRRIGATION & LANDSCA	44,392.00	43,948.00	99	43,948.00
1584-CLEAN & PUNCH	5,085.00	0.00	0	0.00
2104-LIGHTNING PROTECTION	3,124.00	3,093.00	99	3,093.00
2134-MECHANICAL HOOKUP ME	22,041.00	21,821.00	100	22,041.00
2144-HVAC DUCTWORK	40,890.00	40,481.00	100	40,890.00
2146-DUCT INSULATION	13,739.00	13,602.00	100	13,739.00
2188-CASE/MILLWORK/FINISH	22,312.00	22,089.00	100	22,312.00
2204-ACCESS FLOOR	13,743.00	13,606.00	100	13,743.00

Total Requested $ 1,756,756.00

<PgUp> <PgDn> FIND UPDATE REPORT <Esc>

Pay Request Entry Screen 2

The % and Requested $ Amount columns represent cumulative figures. For example, if a contractor has been paid 50% of a $1000 activity and is now requesting an additional 25%, the percent entered would be 75% (50%+25%) and the requested amount will be $750.

Activities	**Display** There is one line for each activity
Total Amount/Qty	**Display** Carried over from activity record
Prev Allowed	**Display** Carried over from previous pay requests
Quantity / %	Enter the requested quantity or percent (whichever is applicable)
Requested $ Amt	Enter the dollar amount (cumulative to date) **NOTE:** You can either enter the quantity/percent figure or the dollar figure. The corresponding figure will be adjusted accordingly.
Total Requested	**Display** Sum of Requested $ Amt column; as you enter requests for the

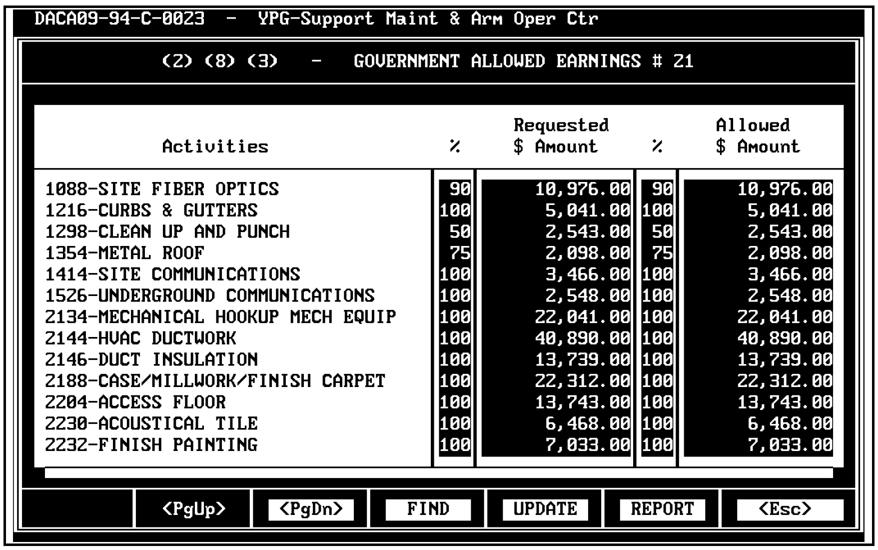
activities, this total will change.

NOTE on Total Requested Field: If you included activities previous paid 100%, the total requested amount should match the contractor's total requested earnings to date. If you did not include them, the total will consist of only the amounts for those activities paid at less than 100% (the total of the column). This figure is not used on any pay request documents.

If you are paying what the contractor requested, go to Report and review Form 93 before continuing.

(2) (8) (3) Government Allowed Earnings

When you are finished entering all the contractor's requests for payment, choose this option if you are not planning to allow the amount requested. You can print a second pay request sheet that shows only the activities for which a request has been made. The outstanding items shown on that list can help you evaluate the request for payment if you have not already done so.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(2) (8) (3) - GOVERNMENT ALLOWED EARNINGS # 21

Activities	%	Requested $ Amount	%	Allowed $ Amount
1088-SITE FIBER OPTICS	90	10,976.00	90	10,976.00
1216-CURBS & GUTTERS	100	5,041.00	100	5,041.00
1298-CLEAN UP AND PUNCH	50	2,543.00	50	2,543.00
1354-METAL ROOF	75	2,098.00	75	2,098.00
1414-SITE COMMUNICATIONS	100	3,466.00	100	3,466.00
1526-UNDERGROUND COMMUNICATIONS	100	2,548.00	100	2,548.00
2134-MECHANICAL HOOKUP MECH EQUIP	100	22,041.00	100	22,041.00
2144-HVAC DUCTWORK	100	40,890.00	100	40,890.00
2146-DUCT INSULATION	100	13,739.00	100	13,739.00
2188-CASE/MILLWORK/FINISH CARPET	100	22,312.00	100	22,312.00
2204-ACCESS FLOOR	100	13,743.00	100	13,743.00
2230-ACOUSTICAL TILE	100	6,468.00	100	6,468.00
2232-FINISH PAINTING	100	7,033.00	100	7,033.00

<PgUp> <PgDn> FIND UPDATE REPORT <Esc>

Government Allowed Earnings Screen

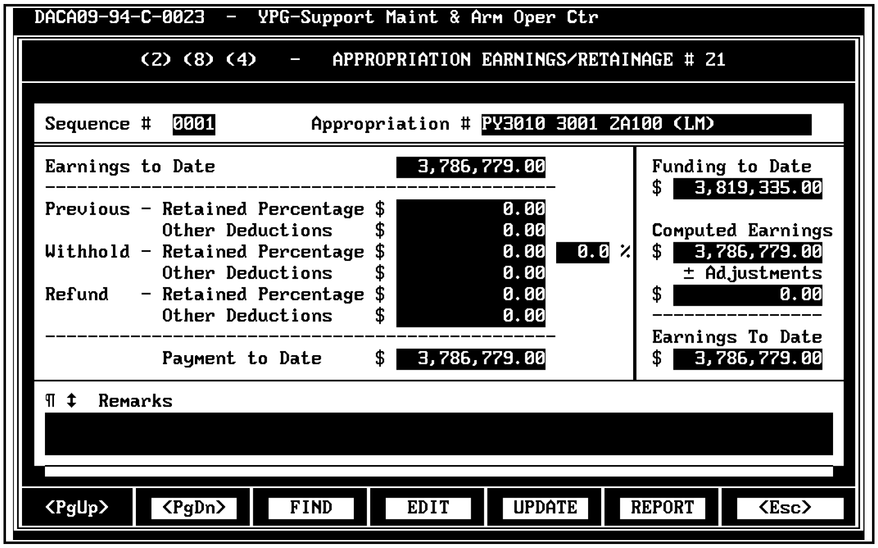
You are shown each item for which a request has been made and can decide if all criteria for that request have been met.

If not, adjust the government allowed percentage or dollar amount accordingly.

Again, go to Report and review Form 93 before continuing.

(2) (8) (4) Appropriation Earnings/Retainage

The government often keeps a percentage of the contractor's requested pay. This percentage will be refunded at a later date when and if certain conditions are met. When there is more than one appropriation, a list of the appropriations will display before this input screen. Select the one you wish to update.



Both retained percentage and other deductions are shown.

Previous retained amounts are summarized and you can enter new amounts either withheld or refunded.

The Remarks field is for information only and does not print.

Left Column

Sequence #	**Display** Sequential number for each appropriation
Earnings to Date	**Display** Carried over from previous pay periods; changed by adjustments
Previous Retained %	**Display** Carried over from previous pay periods
Previous Deductions	**Display** Carried over from previous pay periods
Withhold Retain'd %	Enter amount or percentage to be withheld this pay period
" Deductions	Enter amount to be withheld this pay period
Refund Retained %	Enter amount to be refunded this pay period
" Deductions	Enter amount to be refunded this pay period
Payment to Date	**Calculated** Sum of column above

Right Column

Funding to Date	**Display** Carried over from current working estimate
Computed Earnings	**Display** Earnings calculated by the computer
Adjustments	Used to make minor adjustments when computed amounts do not match actual amounts; amounts entered here will be added to/subtracted from the Earnings to Date fields
Earnings to Date	**Display** Carried over from previous pay periods; changed by adjustments
Remaining Funds	**Calculated** Difference of figures above
Remarks ¶	**Memo** Reasons for retained percentage (Technically, in accordance with FAR, Retained Percentage can only be withheld with a contractor is behind schedule. All other withholdings

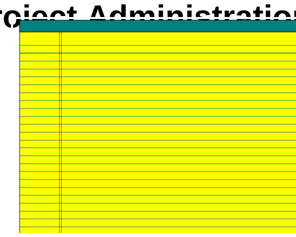
are Other Deductions.)

(2) (8) (5) Pay Estimate Signatures

Enter the persons assigned to prepare and approve any pay estimates. These are lookup fields from the Progress Payments Signature Blocks library in System Library.

(2) (8) (6) Library — Progress Payments

This choice allows you access to the libraries associated with progress payments. Details on how to edit these libraries can be found in the System Library chapter. Remember, changes made to any library affect all projects.



(2) (9) Correspondence

Overview

The correspondence option allows you to maintain a log of all documents sent or received on a project. It has links to other menu choices so you can check pertinent correspondence at several points. For example, when you choose a particular modification, (2) (7) (1 or 2), a subsequent menu choice allows you to view all correspondence on that modification.

This option also gives you access to word processing and assists you in generating form letters from a variety of templates. More information on this topic can be found in the Form Letter appendix.

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CORRESPONDENCE OVERVIEW

Current Status	Total	Total Unanswered	Overdue	Answer Overdue (Days) 7<	14<	21<	>=21
Letters to Gov	295	3	3	0	0	0	3
RFI's to Gov	290	0	0	0	0	0	0
Letters to Ktr	533	18	17	0	0	1	16
RFP's to Ktr	0	0	0	0	0	0	0
Misc. Letters In	152	0	0	0	0	0	0
Misc. Letters Out	16	0	0	0	0	0	0
Total All Letters	1286						

History	Total Answered	Answered Late	Answered Late (Days) 7<	14<	21<	>=21
History of Answers by Gov	341	137	31	32	16	58
History of Answers by KTR	70	50	2	10	10	28

NEXT <Esc>

Correspondence Overview Screen

Choose *Correspondence Overview* from the report menu.

Letters are categorized by their letter agency code in the Letter # field. See the Correspondence Log screen for details.

Input

The log information can be obtained from each letter, either incoming or outgoing.

One way that reporting can be done is by keyword search, where RMS searches the Brief Summary field for any word you specify. If you plan to use this feature, be sure that the Brief Summary includes words that you might want to use in later searches.

Reports

A wide variety of reports can be produced from the Correspondence option. Letters can be sorted by type, source, date, action required, and subject. Many of these reports can be viewed on the screen.

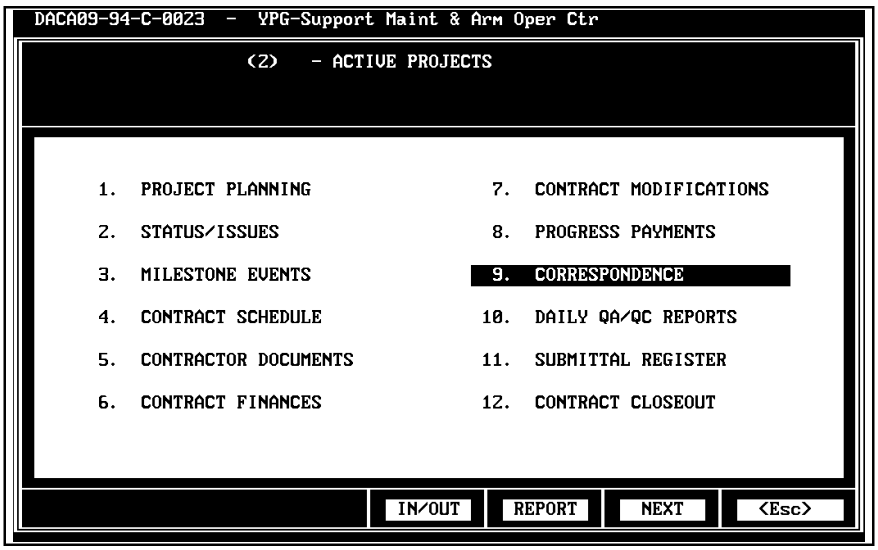
Keyword search are be used to find all correspondence on a certain topic. The results can be printed or viewed on the screen.

Libraries

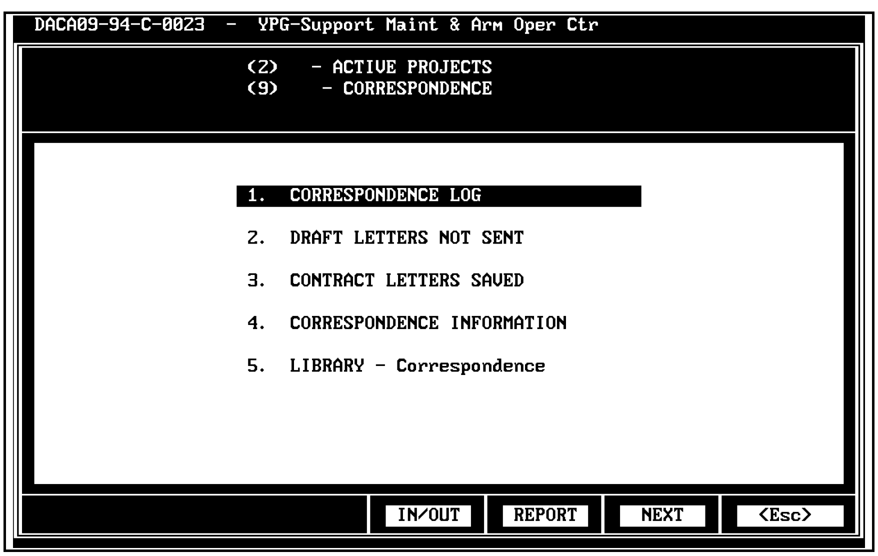
Libraries accessible in Correspondence are:

- Form Letters
- Form Letter Menus
- Form Letter Blocks
- Form Letter Settings
- Letter Agency Codes
- Signature Blocks

If you plan to use the Generate Letters or Generate Documents functions, put the path to your DOS word processor in the Form Letter Settings. DOS Edit can be used if you have no other DOS word processor. See the System Library chapter for more details. Enter names and titles in the Signature Blocks library. The Form Letters library includes templates for a variety of letters; you can add more templates or edit the existing ones.

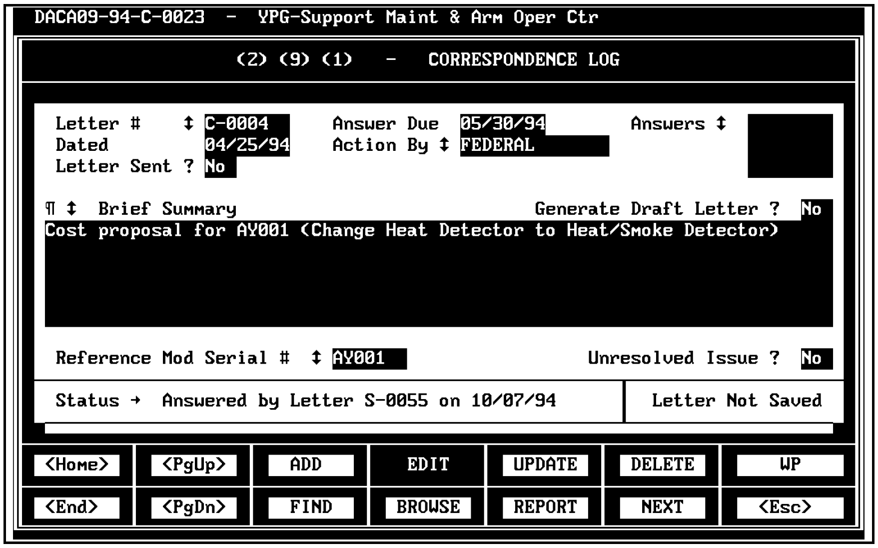


Choose *Correspondence* from the main project menu.



Correspondence Menu

(2) (9) (1) Correspondence Log



Correspondence Log Entry Screen

This screen shows the history of an outgoing letter. The incoming letter screen is slightly different, as noted below.

You can generate form letters from this screen and edit letters already created with the WP option on the menu bar.

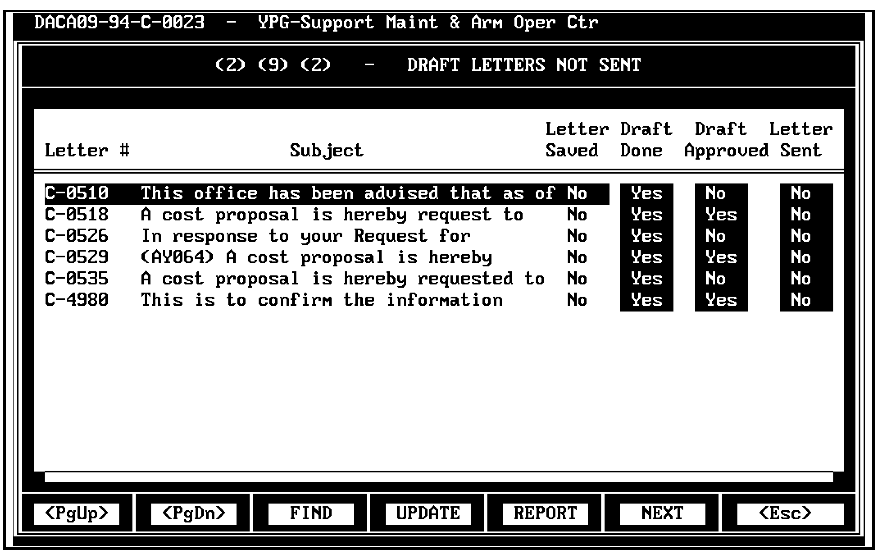
Letter # ↕	**Lookup** The letter code identifies the source of the correspondence. For outgoing letters, press [Enter] and the next available number for that code will be inserted. You can edit it if you wish. For incoming letters, you must assign the number yourself. RMS has six predefined codes: C—COE letter to contractor, RFP—COE request for proposal to contractor, MEM—COE in-house memorandum, H—Contractor letter from home office, S—Contractor letter from site office, and RFI—Contractor request for information. These are used to sort letters on several of the reports, e.g. the screen overview at the beginning of this section. Other codes with be categorized as miscellaneous. If you use one of the other codes, you will be asked to specify whether the letter is incoming or outgoing so that the proper screen can be displayed.
Dated	Filled in with today's date for a letter being sent—change if applicable; left blank for a letter received—you fill in the date
Letter Sent	Yes or No (this field for outgoing letters only)
Received	Filled in with today's date for a letter received—change if applicable (this field for incoming letters only—not shown above)
Answer Due	Fill in if applicable. For an RFP, this defaults to the mod policy date calculation, but can be changed
Action By ↕	**Lookup** This field is available if an Answer Due date is entered. For letters coded C or RFP, this defaults to the prime contractor, but can be changed
Answers ↕	**Lookup** If this letter answers another letter previously logged with an Answer Due date, select that letter here. The lookup table shows any letter that is unanswered.
Generate Draft Letter	Yes or No: This field appears if Letter # is coded as outgoing and

Letter Sent is no. You must have a DOS word processor set up in the System Library, Form Letter Settings for this option to work. Type **Y** for yes in Generate Draft Letter, then choose a template from a variety of generic letters. Your word processor will be launched so that you can edit the letter. See System Library, Form Letter Settings and the Form Letter appendix for more details.

NOTE: Letters created by RMS have the Letter # as the file name and no extension, e.g. the letter in the screen shown would be named C-0004. If you want a letter saved permanently, you must use your word processor's save command after the letter is generated. If you don't, RMS will delete the letter when you exit the word processing program. If you prefer a Windows word processor, create and save the letter with a DOS program, then use Alt-Tab to switch to the Windows program to edit it.

Brief Summary ¶	**Memo** Self explanatory; if you use the keyword search feature, this is the field that is searched.
Ref Mod Serial # ↕	**Lookup** Attaches the letter to a specific change
Unresolved Issue?	Yes or No; if Yes, this letter can be accessed from the Status/Issues menu.
Status	**Display** Relevant facts about the letter

(2) (9) (2) Draft Letters Not Sent



This option lists outgoing letters that have been logged but not sent so you can track all letters that require further action.

You can update the status on this screen or you can choose a letter to edit. Move to your choice and press [Enter]. The correspondence log screen for the letter appears and you can then choose WP to go to word processing.

When Letter Sent is marked Yes, the letter is removed from this list and transferred to the Contact Letters Saved list.

(2) (9) (3) Contract Letters Saved

If you create a letter through the Generate Draft Letters option and save it, it will be listed here after Letter Sent is marked Yes. (Before it is sent, it is listed in Draft Letters Not Sent.) Move the cursor to the letter you want and press [Enter]; the correspondence log screen for the letter appears and you can then choose WP to go to word processing. See Form Letter Settings in the System Library for information on setting up RMS to use your word processor.

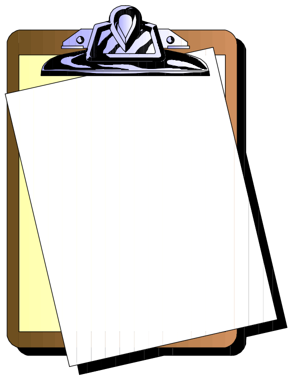
If you use a Windows word processor, view the available letters here, then switch to the Windows program to edit the one you choose.

(2) (9) (4) Correspondence Information

Use this option for any additional information not included in RMS.

(2) (9) (5) Library — Correspondence

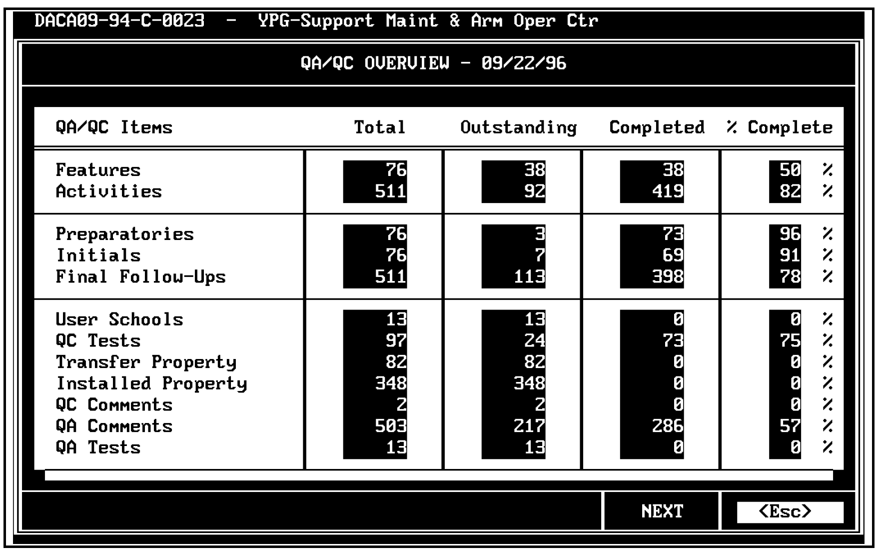
This choice allows you to edit the correspondence libraries from within the project. Details on how to edit these libraries can be found in the System Library chapter. Remember, changes made to any library affect all projects.



(2) (10) Daily QA/QC Reports

Overview

As a project progresses, daily reports are made by both the contractor and the government. These reports include activities started and completed, inspections made, QC requirements met, problems encountered and a variety of other information. The Daily QA/QC Reports option provides a place to enter all of the data on both the government QA report (submenu choices 1-12) and the contractor QC report (submenu choices 13-24).



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QA/QC OVERVIEW - 09/22/96

QA/QC Items	Total	Outstanding	Completed	% Complete
Features	76	38	38	50 %
Activities	511	92	419	82 %
Preparatories	76	3	73	96 %
Initials	76	7	69	91 %
Final Follow-Ups	511	113	398	78 %
User Schools	13	13	0	0 %
QC Tests	97	24	73	75 %
Transfer Property	82	82	0	0 %
Installed Property	348	348	0	0 %
QC Comments	2	2	0	0 %
QA Comments	503	217	286	57 %
QA Tests	13	13	0	0 %

NEXT <Esc>

QA/QC Overview Screen

Choose *QA/QC Overview* from the report menu.

This screen gives a summary of QA/QC items.

Input

At many sites, the government representative will enter the data directly into RMS at the end of each day. At other sites, it may be more feasible for the representative to write a report that will later be entered manually into the system. The contractor information can be entered manually from written reports or electronically from the QC module. Pay particular attention to options 15 through 19, which have links to other parts of RMS.

Although government data is entered in menu options 1-12 and contractor data in options 13-24, much of the data is interdependent. For example, a QC requirement must be reported as completed in option 17 before it can be verified in option 5.

Reports

QA/QC Overview: This screen view lists the total number, number outstanding, number completed and the percent completed for each type of QA/QC item.

QA Report (Form 2538): This prints the QA report for either the current date or a selected date range. In the System Library, QA/QC Report Policy, set whether or not mandatory blocks will print for every QA category, even if there is no data. The example in the Sample Report appendix shows a report with mandatory blocks.

QA Narratives/QC Narratives: Narratives can be selected from a variety of criteria and viewed on the screen.

QA Comments/QC Comments: Comments can also be selected in a variety of ways. Both kind of comments can be viewed on the screen; QA comments can be printed.

QC Report: Like the QA Report, this prints the QC report for either the current date or a selected date range. Mandatory blocks can be set to print on this report as well. The example in the Sample Report appendix shows the report without mandatory blocks. Only the blocks with data are printed.

Three-Phase Inspection Schedule: For a specified feature or all features, this report shows when the preparatory and initial inspections are scheduled (or were done) and the status of each of the feature's activities (date started, date finished, final follow-up and rating).

Preparatory, Initial and Final Follow-up Inspection Checklists: These checklists, for a specified feature or all features, print the QC requirements for each feature activity and can include the checks and the tech notes for the activity.

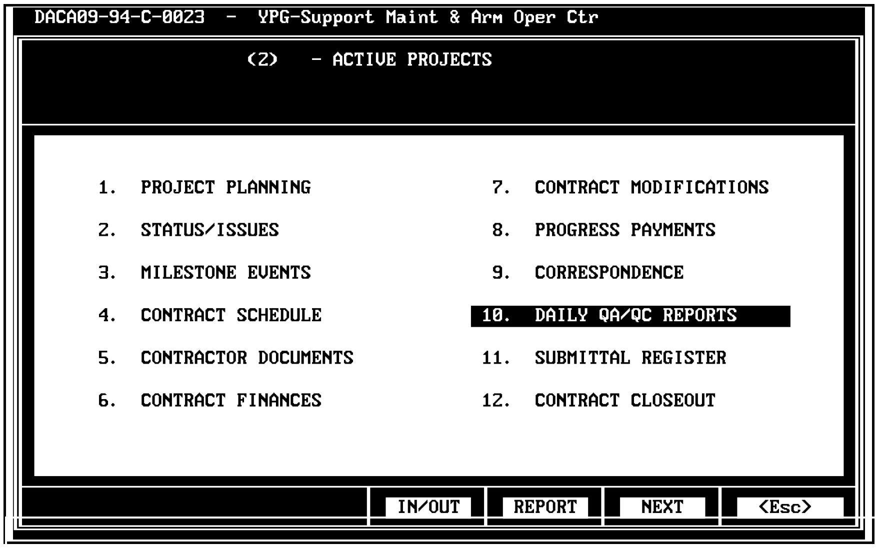
Safety Manuals : These documents can be searched by key topic or keyword and the results shown on the screen. The line at the top of the screen tells how many paragraphs were found. This feature can be very helpful when you need to locate specific paragraphs, for example, to complete the Safety Violations entry within the QA/QC report module.

Libraries

Libraries accessible in Daily QA/QC Reports are:

- QA/QC Report Policy
- QA Narratives
- QC Narratives
- Meeting Types
- Work Category Codes
- Safety Manual EM 385-1-1 92
- Safety Manual EM 385-1-1 96

The QA/QC Report Policy determines which blocks print on your daily reports. Review it and make adjustments, if desired. You may wish to edit the narratives and meeting types libraries as you use RMS.

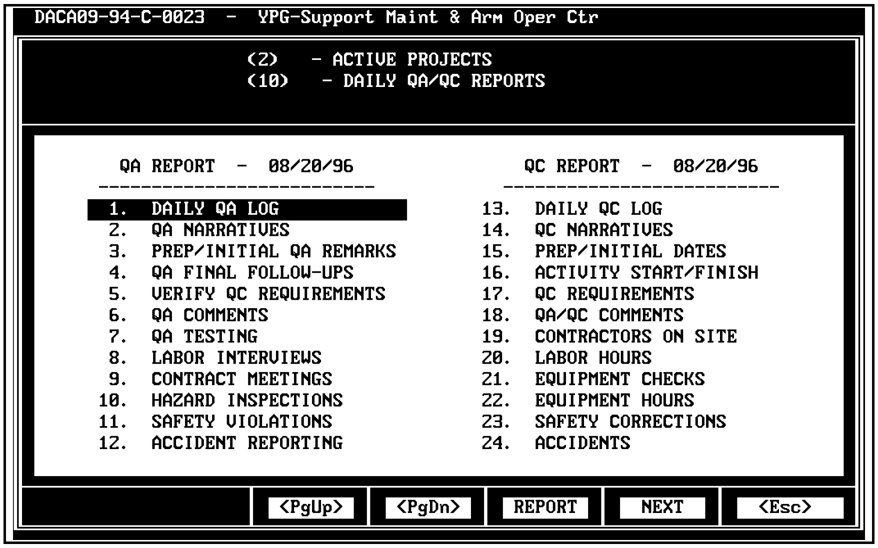


Choose *Daily QA/QC Reports* from the main project menu.

The submenu shown below will appear, allowing you to choose a particular date or All Dates.

Choosing a particular date lets you enter data for that day only. The date is automatically entered on each screen and you will see only outstanding or incomplete tests, inspections, activities, etc. for that date. This makes it easier to find a particular item. If you choose All Dates, you have access to all data entered.

The Safety Manual choices are the same as those accessed through the System Library. The HQ USACE References choice allows access to several System Library references.



Daily QA/QC Reports Menu

If you are entering data for a specific date, that date is indicated at the top of each column, as shown. If you have chosen All Dates, no date will be shown.

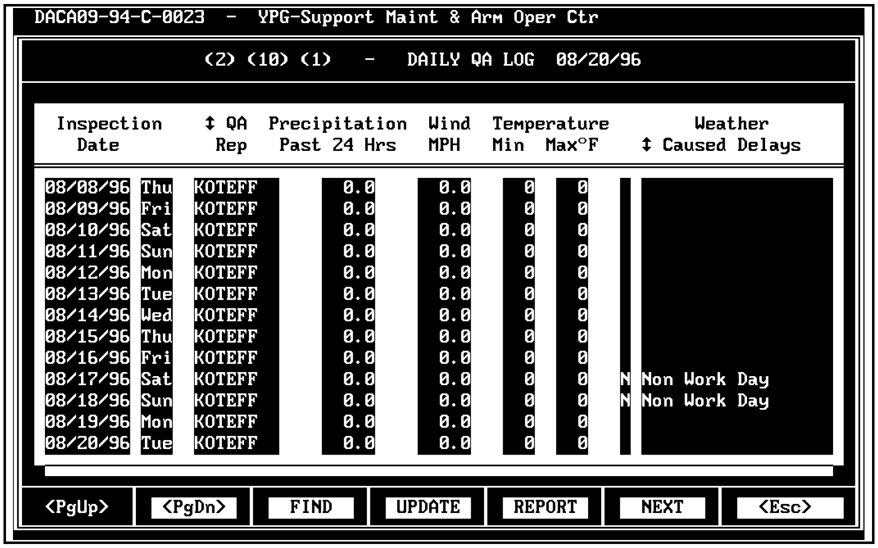
From this menu, if you have chosen a particular date, you can move to other dates by pressing [PgUp] or [PgDn].

Several of the government and contractor activities are either parallel or directly influence each other. Compare choices 1-6 with 13-18. Options 11 and 12 are related to 23 and 24. Since these are very similar in operation, documentation will be by topic with the menu choice numbers referenced.

Daily Log

(2) (10) (1) Daily QA Log

(2) (10) (13) Daily QC Log



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(2) (10) (1) - DAILY QA LOG 08/20/96

Inspection Date		↕ QA Rep	Precipitation Past 24 Hrs	Wind MPH	Temperature Min	Max°F	↕	Weather Caused Delays
08/08/96	Thu	KOTEFF	0.0	0.0	0	0		
08/09/96	Fri	KOTEFF	0.0	0.0	0	0		
08/10/96	Sat	KOTEFF	0.0	0.0	0	0		
08/11/96	Sun	KOTEFF	0.0	0.0	0	0		
08/12/96	Mon	KOTEFF	0.0	0.0	0	0		
08/13/96	Tue	KOTEFF	0.0	0.0	0	0		
08/14/96	Wed	KOTEFF	0.0	0.0	0	0		
08/15/96	Thu	KOTEFF	0.0	0.0	0	0		
08/16/96	Fri	KOTEFF	0.0	0.0	0	0		
08/17/96	Sat	KOTEFF	0.0	0.0	0	0	N	Non Work Day
08/18/96	Sun	KOTEFF	0.0	0.0	0	0	N	Non Work Day
08/19/96	Mon	KOTEFF	0.0	0.0	0	0		
08/20/96	Tue	KOTEFF	0.0	0.0	0	0		

<PgUp> <PgDn> FIND UPDATE REPORT NEXT <Esc>

QA Log Entry Screen

The daily log allows both the government and the contractor to record important weather information.

Each date of the project is automatically listed with blank fields for the data.

On both the QA and QC screens, the fields are:

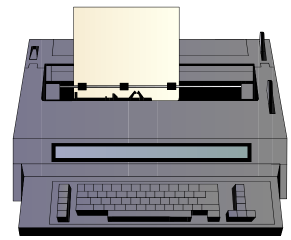
QA (QC) Rep ↕	**Lookup** Automatically filled in with the name entered as project QA rep in Government Staff (2) (1) (4) (1); you can replace it with a name from the lookup table; there is no lookup for the QC rep
Precipitation	Inches of rain; defaults to zero if not entered
Wind MPH	Wind that affected the project work; defaults to zero if not entered
Temp Min/Max	Self explanatory; if not entered, a zero will show on the screen but the actual data field will be blank.
Weather Delays ↕	**Lookup** Code for effect of weather on project. When a weather code is entered, the description is automatically entered in the next column

The weather impacts entered from the QA Report can be combined with the Anticipated Adverse Weather option, (2) (1) (2) (3), to calculate how many, if any, days a contractor is due because of weather. A form letter macro does the calculation.

Narratives

(2) (10) (2) QA Narratives

(2) (10) (14) QC Narratives



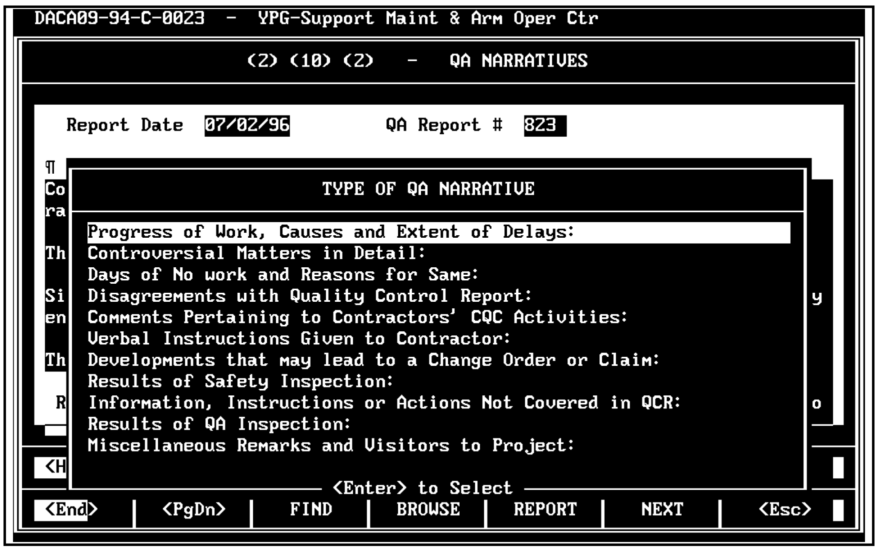
Narratives allow a wide variety of text to be entered and categorized. Some examples are:

Verbal instructions given to contractor

Results of safety inspection

Progress of work, causes and extent of delays

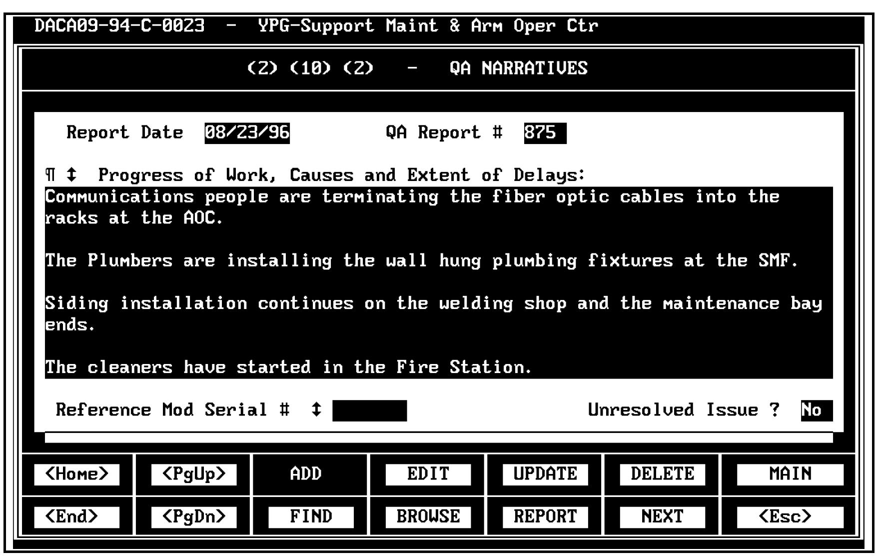
Additional narrative types can be added in the system library.



QA Narrative Add Screen

Type **A** for add and select the type of narrative.

Typing the first letter of the narrative topic will take you to the first occurrence of that letter. For example, typing **V** will move you to the Verbal Instructions topic. You can also use the arrow keys to move to the topic.



QA Narrative Screen

If you're using the All Dates option, enter the date. The Report # is automatically numbered with the day of the project, with Day 1 being the day after the NTP date. If you do more than one narrative for the same day, they will all have the same report number.

The type of narrative you've selected will be shown as the label for the memo field. Type in the text of your narrative; it can be as long as you wish. Pressing [F2] on this field accesses an import/export text function. This allows you to write your narrative in a word processor then import it or to export a narrative and make it a part of a larger report. Text to import must be in ASCII format. Exported text is saved in ASCII format in the main RMS directory (C:\RMS in a default installation).

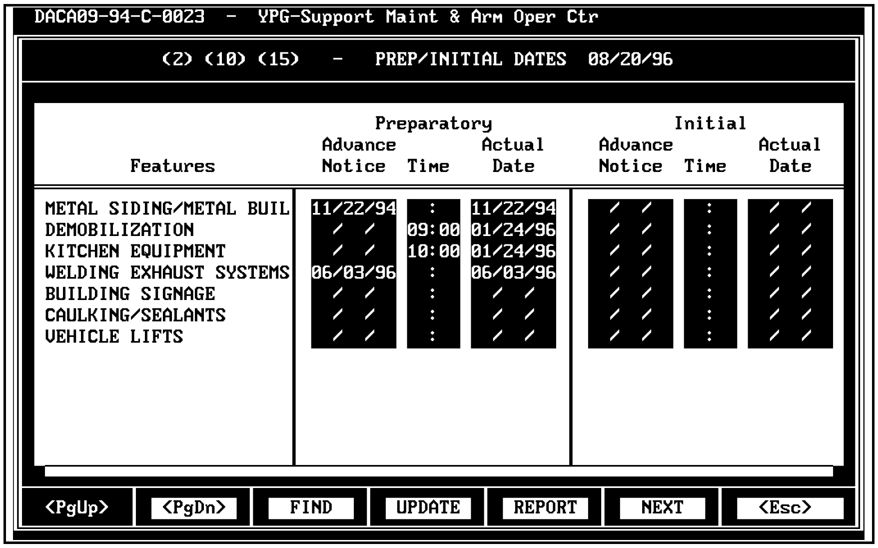
The following fields are not shown on the QC narrative screen.

Ref Mod Serial # ↕	Self explanatory
Unresolved Issue?	Yes or No If a QA narrative requires followup, mark it as an Unresolved Issue. This will put it on the Unresolved Issues list under Status/Issues (2) (2) (4). Items requiring specific contractor action or items considered deficiencies are recorded as QA Comments.

Prep and Initial Inspections

(2) (10) (15) Prep/Initial Dates

Recording Prep and Initial Inspection data begins on the QC side by using Update to enter dates on this screen. Features listed here were originally entered in (2) (1) (3) (1) (3).



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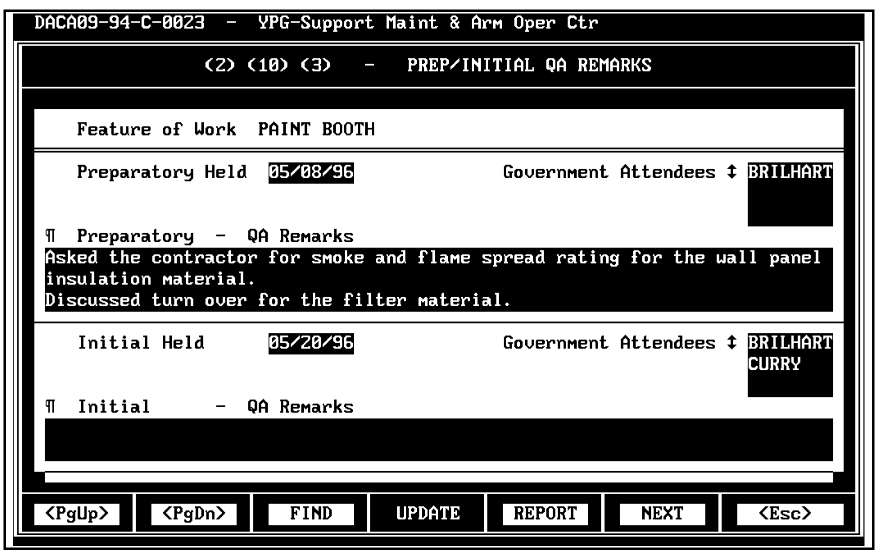
(2) (10) (15) - PREP/INITIAL DATES 08/20/96

Features	Preparatory Advance Notice	Preparatory Time	Preparatory Actual Date	Initial Advance Notice	Initial Time	Initial Actual Date
METAL SIDING/METAL BUIL	11/22/94	:	11/22/94	/ /	:	/ /
DEMOBILIZATION	/ /	09:00	01/24/96	/ /	:	/ /
KITCHEN EQUIPMENT	/ /	10:00	01/24/96	/ /	:	/ /
WELDING EXHAUST SYSTEMS	06/03/96	:	06/03/96	/ /	:	/ /
BUILDING SIGNAGE	/ /	:	/ /	/ /	:	/ /
CAULKING/SEALANTS	/ /	:	/ /	/ /	:	/ /
VEHICLE LIFTS	/ /	:	/ /	/ /	:	/ /

<PgUp> <PgDn> FIND UPDATE REPORT NEXT <Esc>

Each feature of work will be listed with fields for the dates and times. Enter the advance notice date and time, then the date held for the preparatory inspection. Do the same for the initial inspection. For a particular date, only features with blank dates will be shown. If you choose All Dates, every feature will be listed.

(2) (10) (3) Prep/Initial QA Remarks



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(2) (10) (3) - PREP/INITIAL QA REMARKS

Feature of Work PAINT BOOTH

Preparatory Held 05/08/96 Government Attendees ↕ BRILHART

¶ Preparatory - QA Remarks

Asked the contractor for smoke and flame spread rating for the wall panel insulation material.
Discussed turn over for the filter material.

Initial Held 05/20/96 Government Attendees ↕ BRILHART
CURRY

¶ Initial - QA Remarks

<PgUp> <PgDn> FIND UPDATE REPORT NEXT <Esc>

When the actual date is entered (above), that date will be filled in on this screen for the QA.

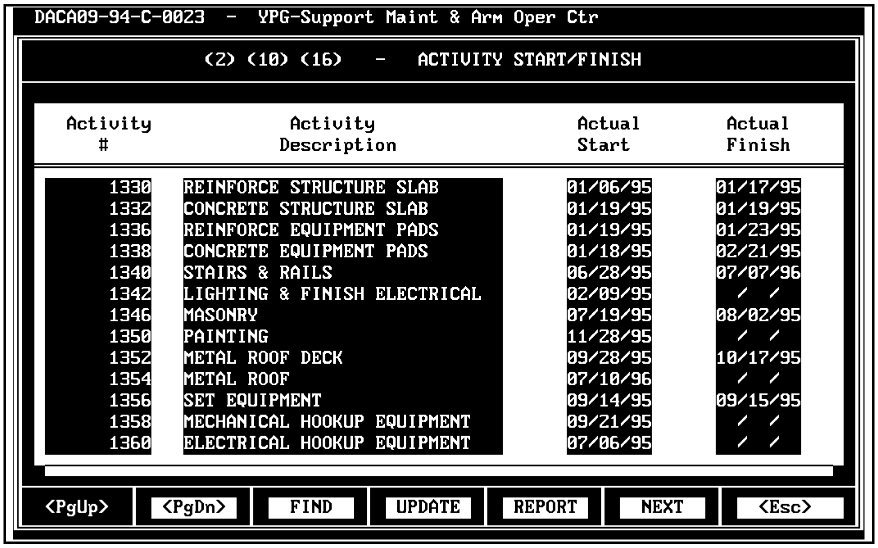
The government attendees and any pertinent QA remarks are entered here. The remarks fields are memo fields.

The Prep and Initial Inspection data is included on the pay request worksheet for those features attached to activities for which payment has been requested.

Activities: Start, Finish, Final Follow-ups

(2) (10) (16) Activities Start/Finish

Recording activity dates begins on the QC side using Update to enter the dates. Activities listed here were originally entered in (2) (1) (3) (1) (4).



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(2) (10) (16) - ACTIVITY START/FINISH

Activity #	Activity Description	Actual Start	Actual Finish
1330	REINFORCE STRUCTURE SLAB	01/06/95	01/17/95
1332	CONCRETE STRUCTURE SLAB	01/19/95	01/19/95
1336	REINFORCE EQUIPMENT PADS	01/19/95	01/23/95
1338	CONCRETE EQUIPMENT PADS	01/18/95	02/21/95
1340	STAIRS & RAILS	06/28/95	07/07/96
1342	LIGHTING & FINISH ELECTRICAL	02/09/95	/ /
1346	MASONRY	07/19/95	08/02/95
1350	PAINTING	11/28/95	/ /
1352	METAL ROOF DECK	09/28/95	10/17/95
1354	METAL ROOF	07/10/96	/ /
1356	SET EQUIPMENT	09/14/95	09/15/95
1358	MECHANICAL HOOKUP EQUIPMENT	09/21/95	/ /
1360	ELECTRICAL HOOKUP EQUIPMENT	07/06/95	/ /

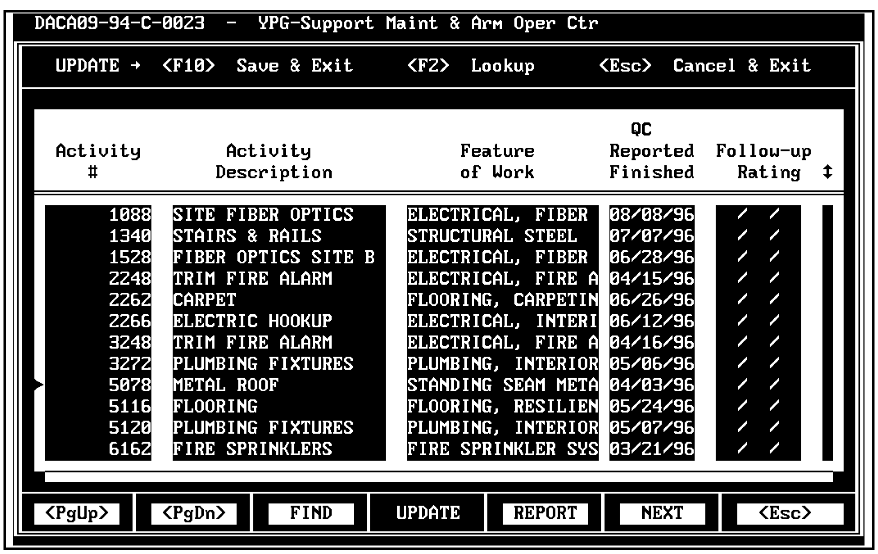
<PgUp> <PgDn> FIND UPDATE REPORT NEXT <Esc>

Enter the start and finish dates of each activity, as reported by the QC representative.

When the finish date has been entered, the activity will appear on the QA Final Follow-up list.

(2) (10) (4) QA Final Follow-ups

The rating recorded here becomes the backup for the contractor's final performance evaluation. This screen is extremely important for substantiating an unsatisfactory rating.



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UPDATE → <F10> Save & Exit <F2> Lookup <Esc> Cancel & Exit

Activity #	Activity Description	Feature of Work	QC Reported Finished	Follow-up Rating
1088	SITE FIBER OPTICS	ELECTRICAL, FIBER	08/08/96	/ /
1340	STAIRS & RAILS	STRUCTURAL STEEL	07/07/96	/ /
1528	FIBER OPTICS SITE B	ELECTRICAL, FIBER	06/28/96	/ /
2248	TRIM FIRE ALARM	ELECTRICAL, FIRE A	04/15/96	/ /
2262	CARPET	FLOORING, CARPETIN	06/26/96	/ /
2266	ELECTRIC HOOKUP	ELECTRICAL, INTERI	06/12/96	/ /
3248	TRIM FIRE ALARM	ELECTRICAL, FIRE A	04/16/96	/ /
3272	PLUMBING FIXTURES	PLUMBING, INTERIOR	05/06/96	/ /
5078	METAL ROOF	STANDING SEAM META	04/03/96	/ /
5116	FLOORING	FLOORING, RESILIEN	05/24/96	/ /
5120	PLUMBING FIXTURES	PLUMBING, INTERIOR	05/07/96	/ /
6162	FIRE SPRINKLERS	FIRE SPRINKLER SYS	03/21/96	/ /

<PgUp> <PgDn> FIND UPDATE REPORT NEXT <Esc>

When an activity has been reported finished, the QA rep will do a final follow-up rating. The rating is chosen from a lookup table.

If you are entering information for a specific date, the date field is display only. Once you have entered a rating, the date will be automatically entered.

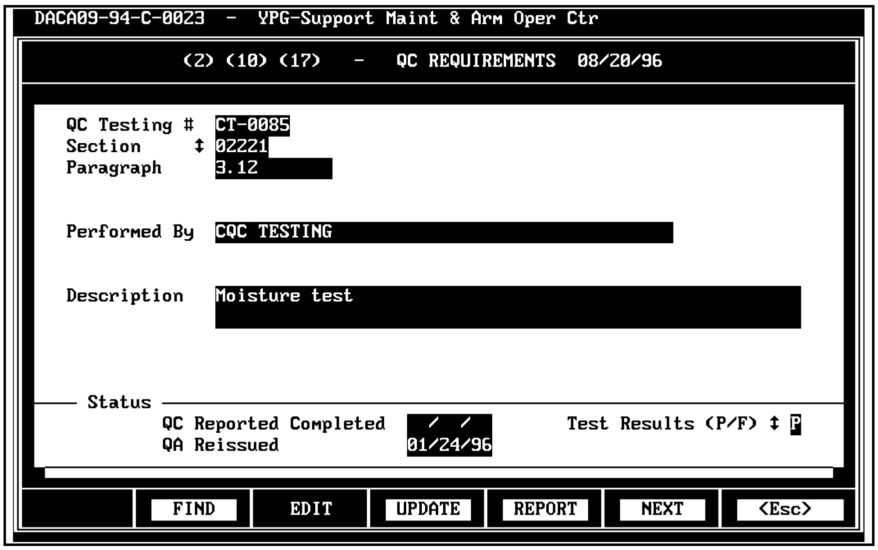
If you are entering data for All Dates, you must enter the date manually. [F4] can be used as a shortcut to entering dates.

QC Requirements: Completing and Verifying

QC requirements appear on the contractor's side of the daily reports (2) (10) (17) until they are updated and reported complete (with a passing grade if the requirement is a test). They then appear on the government side (2) (10) (5) until they are verified. If the requirement complies, that requirement is officially complete. If the requirement is reissued, it will again appear on the contractor's list and the cycle repeats.

The QC requirements listed here were originally entered in (2) (1) (2) (4) and in (2) (1) (3) (1) (5).

(2) (10) (17) **QC Requirements**



Choose *QC Requirements*

Choose from the list of QC types:
All QC Requirements
User School
QC Testing
Transfer Property
Installed Property

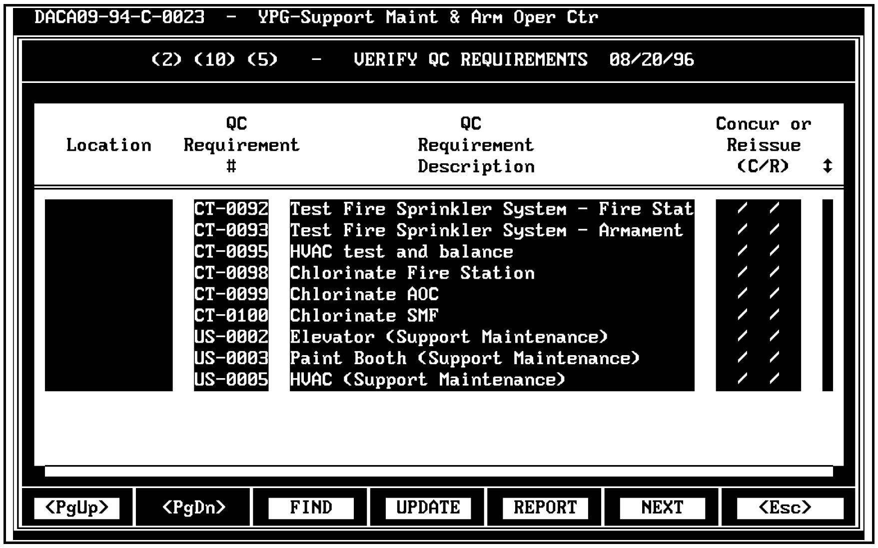
Use [PgDn] to scroll through the requirements or use the FIND key to locate the requirement by its number.

All the data on the requirement is shown for your reference. Use Update to enter the date the requirement is reported completed. If you are reporting on a QC test, you will also type **P** for pass or **F** for fail.

If the requirement is reissued by the government, the QC Reported Completed date will be blanked out and the reissue date will be shown underneath (as shown in the above illustration).

(2) (10) (5) Verify QC Requirements

Once a requirement is reported complete, the QA will verify it and update the QA list. If the QC requirement is attached to an activity for which payment is requested, the requirement will be included on the pay request worksheet.



Choose *Verify QC Requirements*

You will be shown a screen with the requirement number, description and date completed.

In the lookup column on the far right, type either **C** for concur or **R** for reissue.

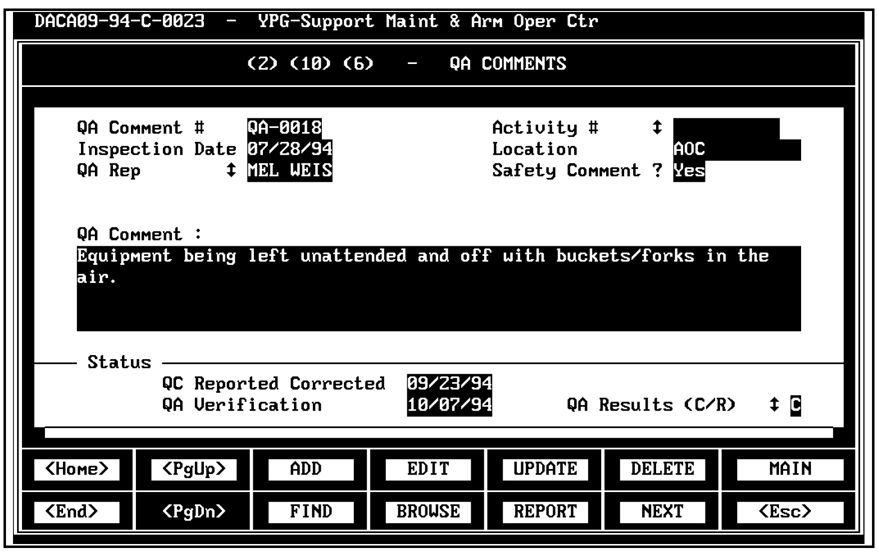
Again, for a specific date, the date is automatically entered; for All Dates, it must be entered manually.

QA/QC Comments

(2) (10) (6) QA Comments
(2) (10) (18) QA/QC Comments

When either the contractor or the government notes an item that needs attention, a comment can be issued and tracked in RMS. This comment is placed on a list to be corrected and verified. The flow is:

1. Either the contractor or the government issues a comment. This is an Add function.
   Contractor: Choose *QA/QC Comments*
   Then choose *QC Comments*
   Government: Choose *QA Comments*
   Then choose *Issue QA Comments*
2. The contractor corrects the situation and reports it done. This is an Update function.
   Contractor: Choose *QA/QC Comments*
   Then choose *Report QC Comments Corrected by CQC*
   Or *Report QA Comments Corrected by CQC*
3. QC comments are completed when the contractor has corrected the situation; QA comments are completed when verified by the QA representative.
   Government: Choose *QA Comments*
   Then choose *Verify QA Comments Corrected by CQC*



QA Comment Entry Screen

This is an example of a QA comment that has been through the whole cycle. It was issued, then reported corrected, then verified. QA comments can be reissued in the same way as QC requirements.

QC comment screens are the same but do not have the verification fields.

(2) (10) (7) QA Testing

Government contracts usually require a specific number of tests to be performed. This screen is provided to track those tests. It is similar to the QC Requirements screen. The Data Filled Worksheet under Project Planning becomes your record of QA Testing.

(2) (10) (19) Contractors On Site — QC

The names and trades of the prime contractor and all subcontractors are carried over from Contractor QC Planning (2) (1) (3) (1 and 2). By updating the first and last dates each one will be on the job site, the contractors' insurances and payrolls can be tracked. These dates are used on the Contractor Documents reports.

If a subcontractor is attached to each activity, expired insurances and problem payrolls will appear on the pay request worksheet for activities requested for pay.

(2) (10) (8) Labor Interviews — QA

This option gives you the same screen as Labor Interviews under Contractor Documents. See page 5-18 for details and an illustrated screen.

(2) (10) (20) Labor Hours — QC

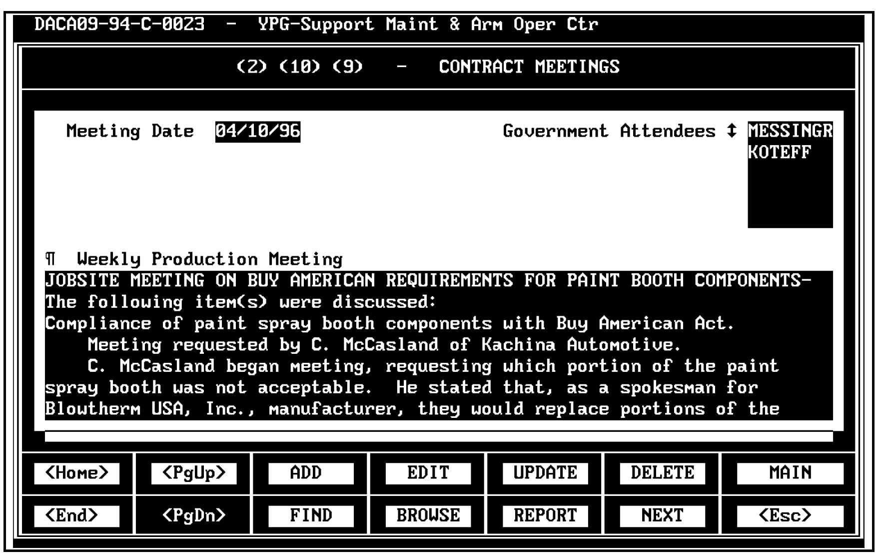
On this screen you can record the number of hours of work by each subcontractor and labor classification. When you do the first add of the day, you are given the choice to copy the data from the previous day or to enter data manually. Many of your contractors and workers will be the same for a period of time so copying from the day before and making any necessary adjustments can save much time.

(2) (10) (9) Contract Meetings — QA

This option allows you to record the various meetings that take place during the course of the contract. Some examples are:

- Mutual understanding meeting
- Partnering meeting
- Toolbox safety meeting

The types of meetings are stored in the System Library and can be modified as desired.

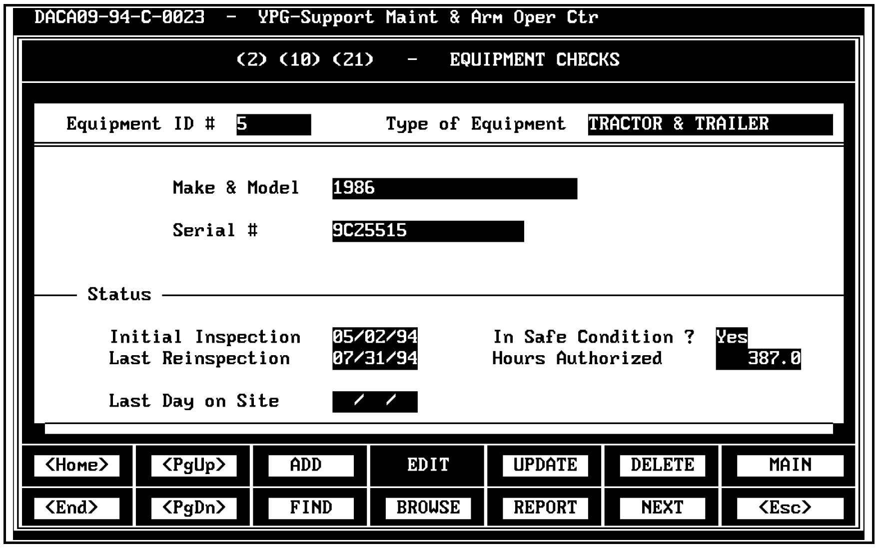


Type **A** to add a meeting. The list of meeting types is shown, much like QA/QC Narratives. Choose the meeting type, list the attendees and write in a summary of the meeting in the memo field.

Pressing [F2] in the memo field allows you to import or export text. See page 5-58 for details.

Equipment

(2) (10) (21) Equipment Checks — QC



Equipment Entry Screen

Add each piece of equipment to be used on the project here. These entries form the lookup table used for Equipment Hours.

Update this screen with inspections as they occur.

(2) (10) (22) Equipment Hours — QC

Equipment hours are tracked in a similar way to labor hours. Choose the Equipment ID from the lookup table; the type, make and model will be filled in for your reference. You can also copy from the previous day and make adjustments.

(2) (10) (10) Hazard Inspections — QA

This screen shows a list of features with their preparatory and initial inspection dates. There are fields available to enter dates for Hazard Analysis Accepted and Hazard Analysis Inspection.

Safety

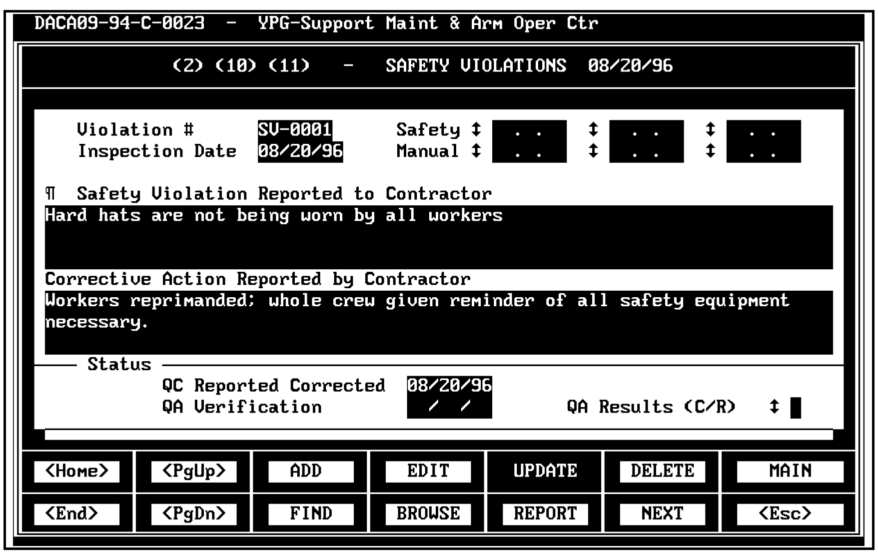
(2) (10) (11) **Safety Violations**
(2) (10) (23) **Safety Corrections**

Safety violation entries can only be initiated by the government. There are three steps when a safety violation has been identified and reported.

1. The government notices a safety violation, records it in RMS and reports it to the contractor. Choose *Safety Violations* and press **A** for Add. A sequential violation # with an SV prefix is entered automatically. Enter the date, lookup and enter any relevant sections of the safety manual, then enter a description of the violation. If you are entering data for a specific date, the date is automatically entered; for All Dates, it must be entered manually.

2. The contractor corrects the violation.
   Choose *Safety Corrections*. A similar screen appears showing the violation reported. The government entries are display only and cannot be changed. Use Update to enter the corrective action taken by the contractor and the date the correction took place.

3. The government verifies that the correction has been made. Choose *Safety Violations* again, use Update to enter the verification date and type **C** for complies or **R** for reissue. This works just like QC Comments; if the safety violation is reissued, it goes back to the contractor for further action



Safety Violation Entry Screen

This screen shows a violation that has been reported to the contractor, corrected, and is waiting to be verified.

The verification fields do not show on the contractor's Safety Corrections screen.

Accidents

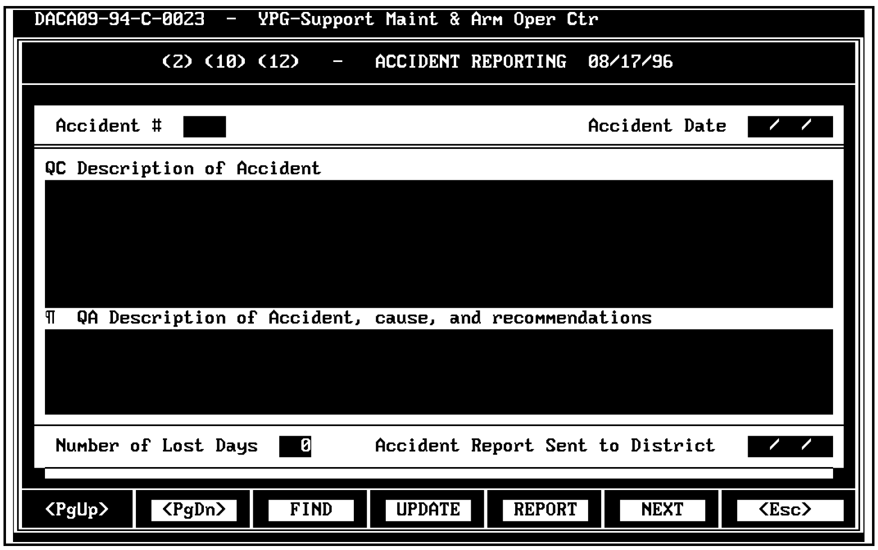
(2) (10) (24) Accidents

(2) (10) (12) Accident Reporting

Accident entries can only be initiated by the contractor. There are two steps when an accident has happened.

1. The contractor reports the accident and records it in RMS. Choose *Accidents* then press **A** for add and enter an accident number, the date and a description.

2. Choose *Accident Reporting*. The government uses Update to make additional comments and add the number of days lost and the date the accident report was sent to the District Office.



Accident Reporting Entry Screen

This is the government entry screen. The contractor's screen shows only the top three fields.

The contractor's entry is display only and cannot be changed on this screen.

(2) (10) (3) Safety Manual EM 385-1-1 Oct 92

(2) (10) (4) Safety Manual EM 385-1-1 Sep 96

The above choices allow direct access to the official safety manual text. The text can be quickly searched b word and/or topic.

(2) (10) (5) Library — Daily QA/QC Reports

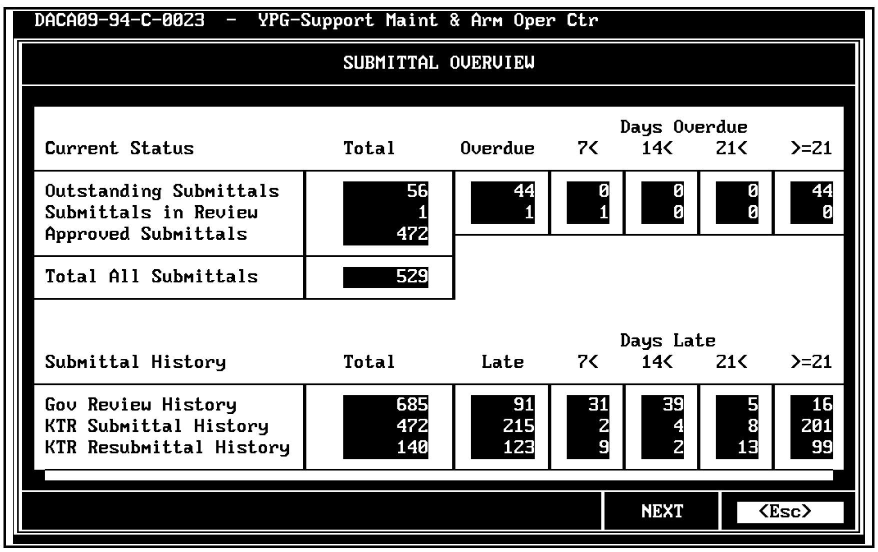
This choice allows you to edit the QA/QC Reports libraries from within the project. Details on how to edit these libraries can be found in the System Library chapter. Remember, changes made to any library affect all projects.

(2) (11) Submittal Register

Overview

Basic submittal requirements, such as certificates, test reports and manuals, are entered as part of the design information. Additional data is entered as the contractor's planning is completed. The Submittal Register allows you to track a submittal from the time it is received, through the approval process, to the time it is transferred to the customer.

Submittal items are received with a cover sheet called a transmittal, or Eng Form 4025, on which the items are listed. Submittal information may be entered in two ways, either through the submittal log or the transmittal log. The submittal log allows you to see all the information entered on a particular submittal but entry may be slower because each submittal screen must be accessed separately. If several submittals are included on one transmittal, the transmittal log may be a faster entry method.



Submittal Overview Screen

Choose *Submittal Overview* from the report menu.

Input

The submittal register can be used to enter any submittal items not previously entered in other sections of RMS. The transmittal sheet contains most of the data to be entered in this section.

Data can also be entered electronically from the QC module.

Reports

Submittal Overview: This screen view, shown above, summarizes the current status and the history of submittals.

Submittal Register (ENG Form 4288): The form can be printed for all submittals, or only those that are outstanding or overdue.

Transmittal Sheet (ENG Form 4025): Each transmittal sheet can be printed.

Review Remarks: The remarks entered on the bottom of the transmittal screen can be printed on this supplementary page to Form 4025.

Submittals Transferred: This report prints a list of all submittals transferred during the specified period.

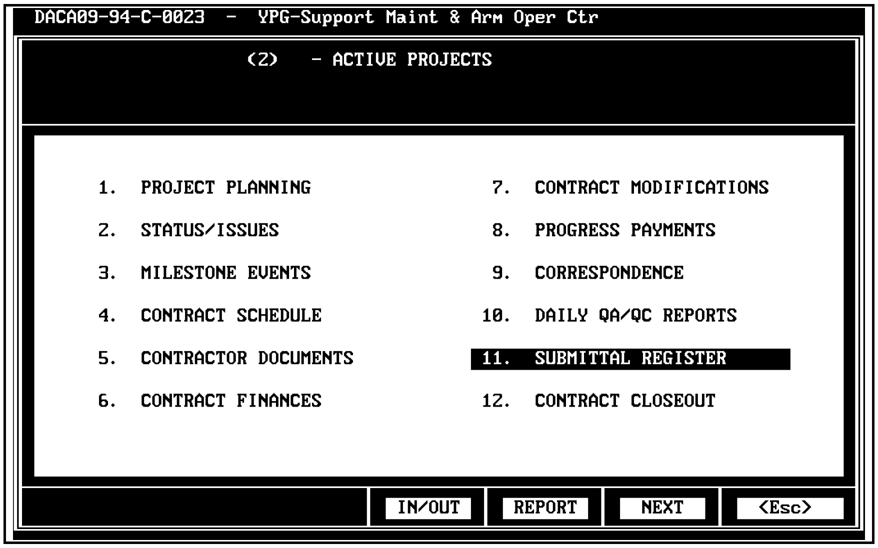
Other lists of submittals can be selected and sorted in a variety of ways to show submittals in review, resubmittal status, and history.

Libraries

Libraries accessible in Submittal Register are:

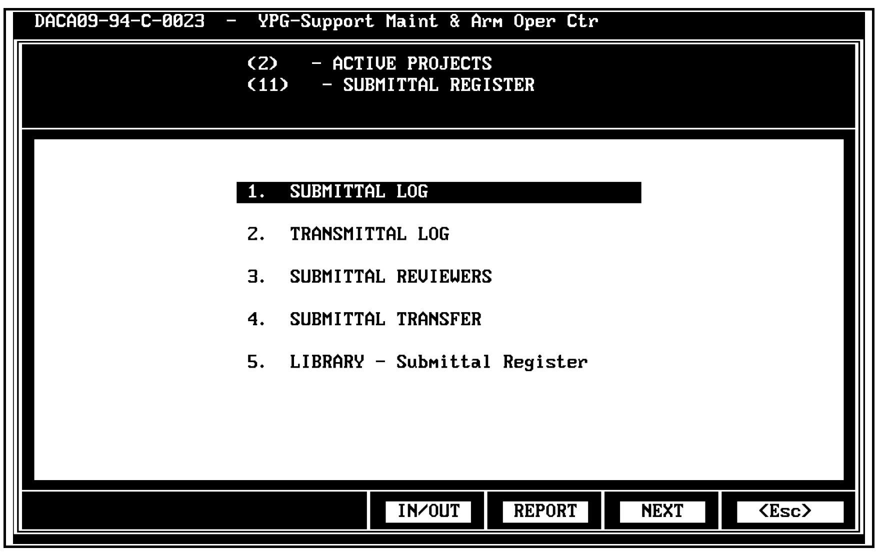
- Specification Sections
- Submittal Types

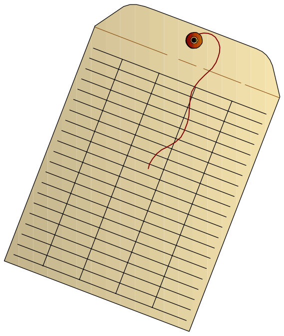
Neither of these libraries needs to be updated in order to begin using RMS.



Choose *Submittal Register* from the main project menu.

Submittal Register Menu

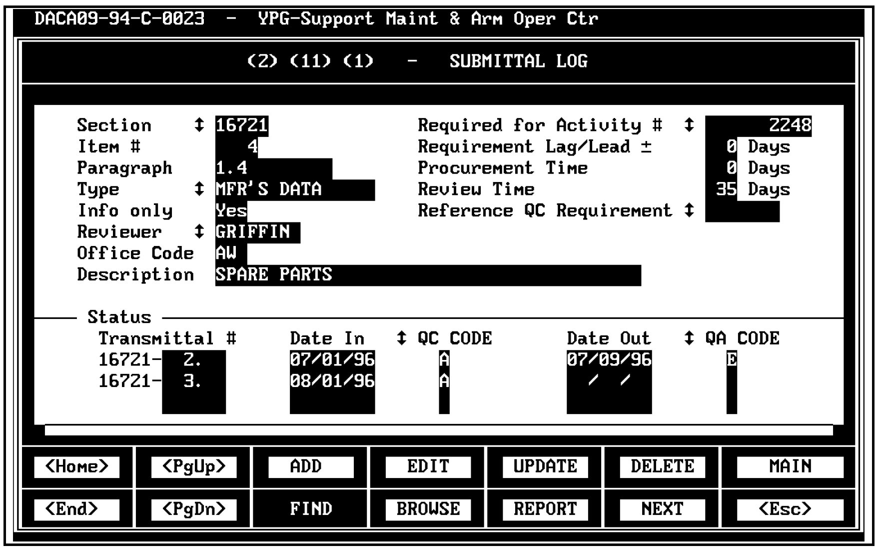




(2) (11) (1) Submittal Log

The submittal log choice allows you to both enter and review all the data for a submittal and to ensure that it is complete for the submittal register. It is very important that the link to an activity is done and that the lag/lead and procurement times are entered. Without this data, the need-by dates on the submittal register will not be accurate.

Although tracking dates and codes can be entered here, they are more efficiently done through the transmittal log choice.



Submittal Log Entry Screen

The upper part of this screen shows the information entered about a submittal. The lower part lets you track the submission process.

If the submittal has not been entered under Project Planning, type **A** to add and enter the information in the top part of the screen. See pages 4-18 and 4-26 for details. Then enter the transmittal information:

Transmittal #	Found on the transmittal sheet (Eng Form 4025) and made up of the section number and a sequence number
Date In	Date office received the transmittal
QC Code ↕	**Lookup** Code the contractor used on Eng Form 4025

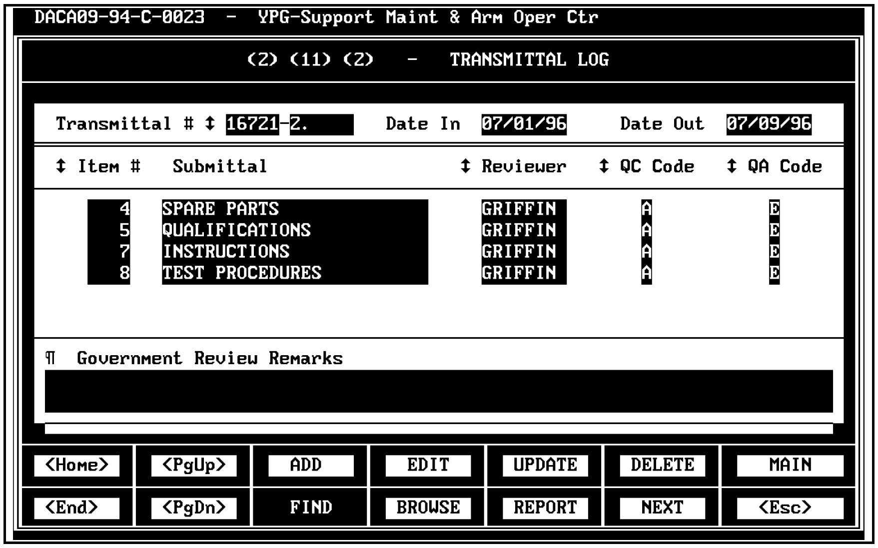
If a submittal has been previously entered, when it is received:

1. Choose *Submittal Log*.
2. Use FIND and enter the section and item numbers to get the correct submittal and item on the screen.
3. Press **U** for update and enter the transmittal information.
4. If there are more items on the submittal, save this one by pressing [F10], then page down to the next item. You can also save the item and move down to the next one by pressing [PgDn] twice.
5. The submittal then goes to the government QA rep for review.
   After the review, enter the next two pieces of data:

Date Out	Date the review is complete
QA Code ↕	**Lookup** Code given by the government QA rep

(2) (11) (2) Transmittal Log

The transmittal log choice is a quick way to enter tracking dates and codes for transmittals, especially ones with multiple items.



Transmittal Log Entry Screen

If you have imported transmittal data from the QC module, this step will be done for you. No data entry will need to be done until the review is completed.

When a new transmittal is received:

1. Choose *Transmittal Log*.
2. Type **A** to add.
3. Enter these fields:

Transmittal #	Found on the transmittal sheet
Date In	Self explanatory
Item ↕	**Lookup** Choose from the items entered for that section
Submittal	**Display** A description of the submittal from the register is automatically displayed
Reviewer ↕	**Lookup** The reviewer is entered from the default but can be changed
QC Code ↕	**Lookup** Posted as A but can be changed

Press [Enter] after the code to record another item on the same transmittal. New item numbers can be added to the submittal register from the lookup table. Press [F10] to save. Although the Date Out and QA Code labels are visible on the screen, no data can be entered in those fields until the record has been saved.

When the review has been done:

4. Choose *Transmittal Log* again.
5. Type **F** to find the correct transmittal. All the submittals will be shown.
6. Type **U** to update and enter the following fields:

Date Out	Self explanatory
QA Code ↕	**Lookup** Enter the code given by the QA rep.
Remarks ¶	**Memo** Provide a reason for any disapprovals or enter other pertinent comments. These can be printed on a Form 4025 attachment sheet.

(2) (11) (3) Submittal Reviewers

This screen is the same as (2) (1) (4) (5). See the Project Planning chapter section on Government QA Planning for details.

(2) (11) (4) Submittal Transfer

When a submittal has been approved with a QA code of A, B, D, or F, it can be transferred to the customer. Show the date of transfer here. Dates can be manually entered or all blank dates can be set to a specified date.

(2) (11) (5) Library — Submittal Register

This choice allows you to edit the submittal register libraries from within the project. Details on how to edit these libraries can be found in the System Library chapter. Remember, changes made to any library affect all projects.

(2) (12) Contract Closeout

Overview

This option allows you to process the closing documents for a project. All real and transfer property entered earlier will be transferred to the customer via Forms 1354 (real property) and Form 1149 (transfer property). If property is transferred in stages, more than one of each of these forms can be produced. Contractor evaluations can be done at several points during the project. Four, nine and twelve month inspection dates and remarks can be entered.

Input

Most of the data in this section is pulled from previously entered information. Inspection dates can be entered on the Post Completion Inspections screen, on the Closeout Events screen or on the Milestones screen.

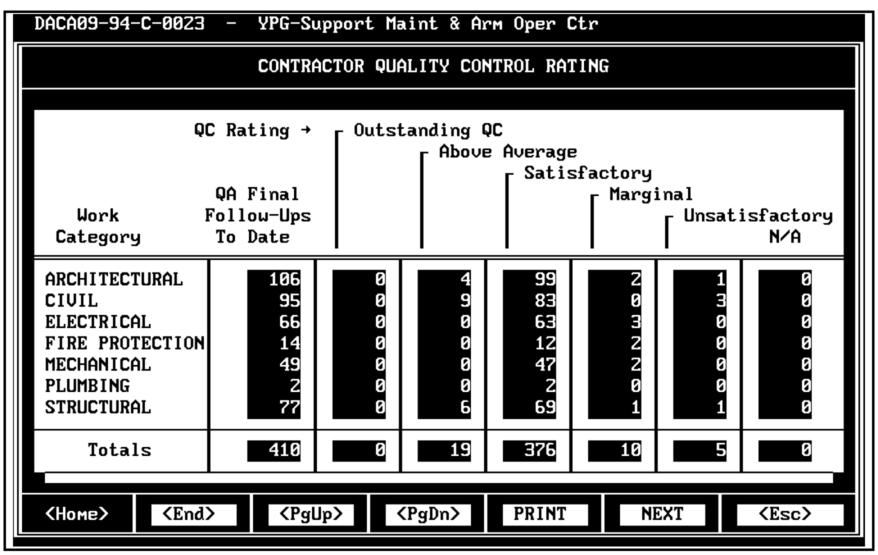
Reports

Real Property: This is the same report as that printed from Project Planning. It lists each of the real property items, the category code, the quantity and value, the drawing numbers and any remarks.

Requisition Invoice (DD 1149): This form reports the transfer of transfer property.

Transfer Document (DD 1354): This form reports the transfer of real property.

Contractor Evaluation (DD 2626): This form is the performance evaluation of the prime contractor.



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CONTRACTOR QUALITY CONTROL RATING

QC Rating →

Work Category	QA Final Follow-Ups To Date	Outstanding QC	Above Average	Satisfactory	Marginal	Unsatisfactory	N/A
ARCHITECTURAL	106	0	4	99	2	1	0
CIVIL	95	0	9	83	0	3	0
ELECTRICAL	66	0	0	63	3	0	0
FIRE PROTECTION	14	0	0	12	2	0	0
MECHANICAL	49	0	0	47	2	0	0
PLUMBING	2	0	0	2	0	0	0
STRUCTURAL	77	0	6	69	1	1	0
Totals	410	0	19	376	10	5	0

<Home> <End> <PgUp> <PgDn> PRINT NEXT <Esc>

Contractor Quality Control Rating

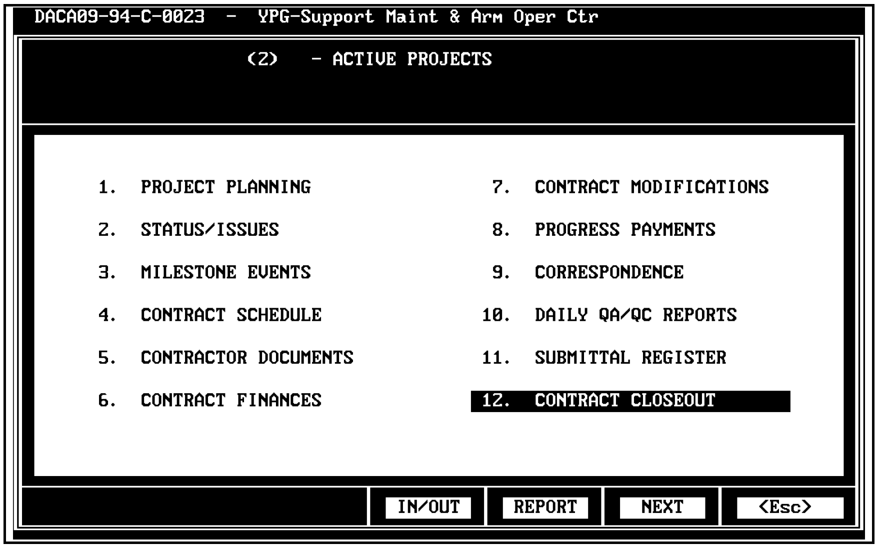
This screen view shows each of the work categories, the number of QA final follow-ups to date in each category and their ratings. The ratings are tabulated from the QA evaluation of the final follow-up inspections.

Libraries

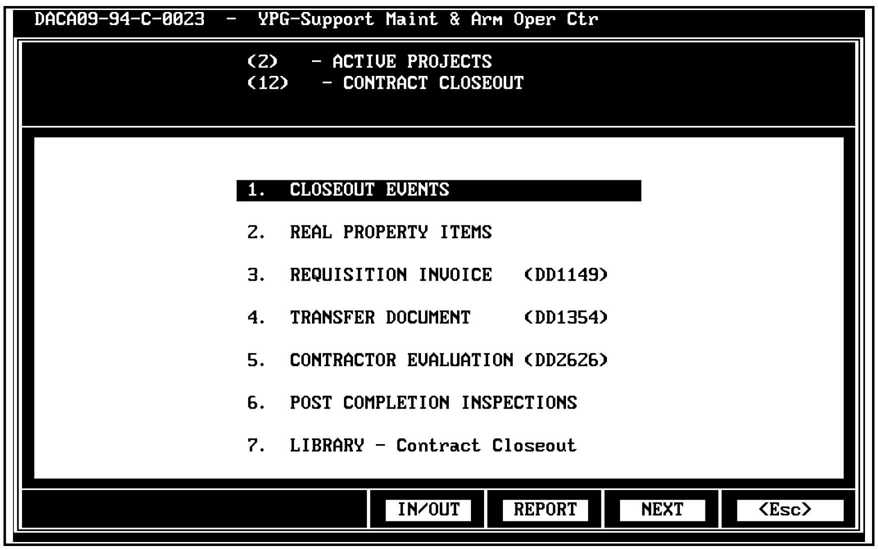
Libraries accessible in Contract Closeout are:

Post Completion Policy

Enter the day of the week to use as the default for 4, 9 and 12 month inspections.



Choose *Contract Closeout* from the main project menu.



Contract Closeout Menu

(2) (12) (1) Closeout Events

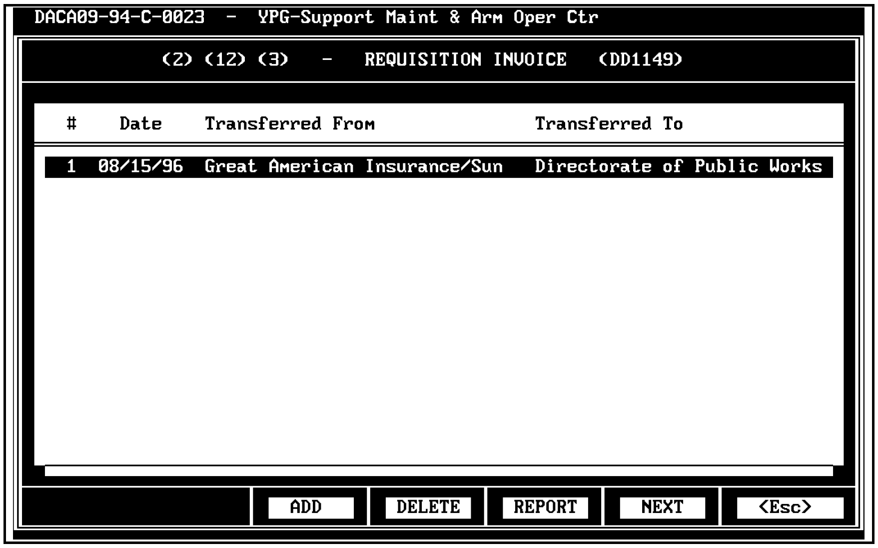
This option is a subset of Milestone Events (2) (3) discussed earlier. The entry screen and operation are the same but only the Closeout subgroup of events is included. See page 5-6 for an illustration and detailed instructions.

(2) (12) (2) Real Property Items

This option is identical to the Real Property Items (2) (1) (2) (2) under Project Planning. See page 4-14 for an illustration and detailed instructions.

(2) (12) (3) Requisition Invoice (DD Form 1149)

DD Form 1149 is used to show the transfer of property to the customer. This transfer may take place in more than one stage; if so, you will do one DD Form 1149 for each transfer.

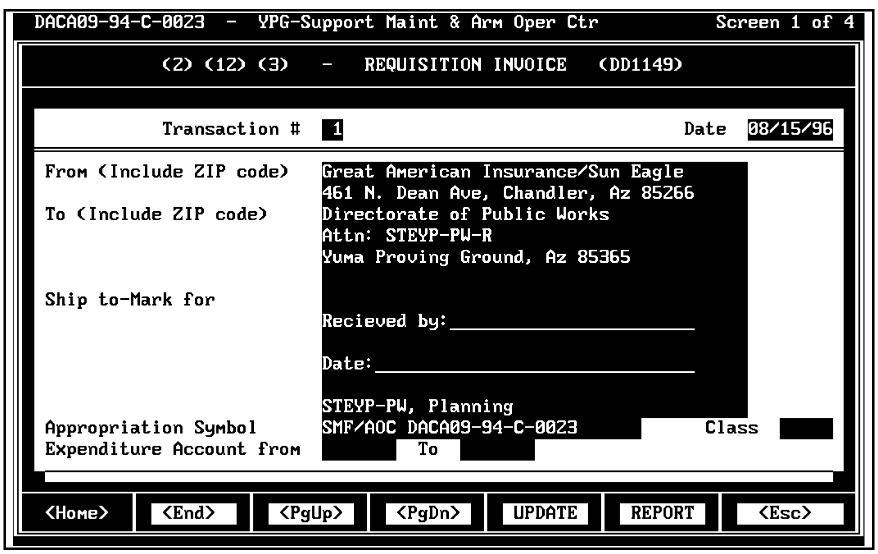


DD Form 1149 Selection Screen

When you choose *Requisition Invoice*, this screen appears, listing all the 1149's previously done.

If this is your first one, the screen will be blank.

Move your cursor to the transfer you wish to edit or type **A** to add one.

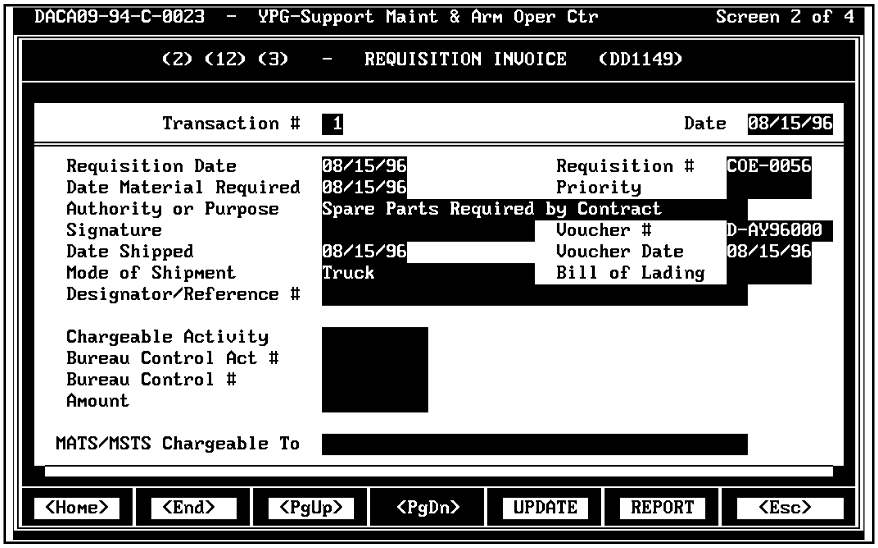


DD Form 1149 Screen 1

Notice that the upper right corner says Screen 1 of 4.

Use the [PgDn] key to move to the other screens. To make changes to a screen, type **U** for update. Press [F10] to save the changes. Changes can only be made to one screen at a time.

The DD Form 1149 has been adapted for use as a transfer document. Fill in the spaces as indicated in this example or modify to fit your usage. Appropriation Symbol, Class and Expenditure Account fields may be left blank.



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(2) (12) (3) - REQUISITION INVOICE (DD1149)

Transaction # 1 Date 08/15/96

Requisition Date	08/15/96	Requisition #	COE-0056
Date Material Required	08/15/96	Priority	
Authority or Purpose	Spare Parts Required by Contract		
Signature		Voucher #	D-AY96000
Date Shipped	08/15/96	Voucher Date	08/15/96
Mode of Shipment	Truck	Bill of Lading	
Designator/Reference #			

Chargeable Activity
Bureau Control Act #
Bureau Control #
Amount

MATS/MSTS Chargeable To

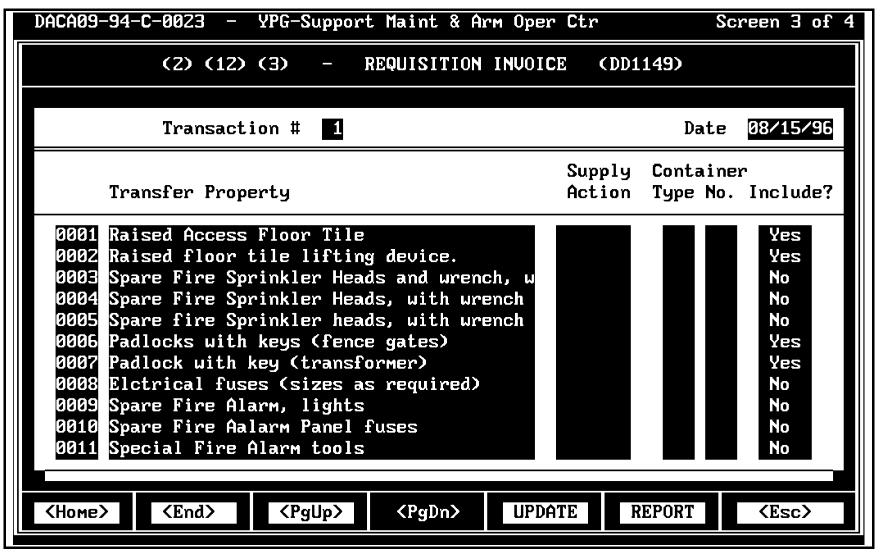
<Home> <End> <PgUp> <PgDn> UPDATE REPORT <Esc>

DD Form 1149 Screen 2

Enter the applicable dates and the requisition number.

Under Authority or Purpose, enter a description of the transfer.

Other fields may be left blank.



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(2) (12) (3) - REQUISITION INVOICE (DD1149)

Transaction # 1 Date 08/15/96

	Transfer Property	Supply Action	Container Type	Container No.	Include?
0001	Raised Access Floor Tile				Yes
0002	Raised floor tile lifting device.				Yes
0003	Spare Fire Sprinkler Heads and wrench, w				No
0004	Spare Fire Sprinkler Heads, with wrench				No
0005	Spare fire Sprinkler heads, with wrench				No
0006	Padlocks with keys (fence gates)				Yes
0007	Padlock with key (transformer)				Yes
0008	Elctrical fuses (sizes as required)				No
0009	Spare Fire Alarm, lights				No
0010	Spare Fire Aalarm Panel fuses				No
0011	Special Fire Alarm tools				No

<Home> <End> <PgUp> <PgDn> UPDATE REPORT <Esc>

DD Form 1149 Screen 3 Transfer Property

All Transfer Property entered in Project Planning will appear on this screen.

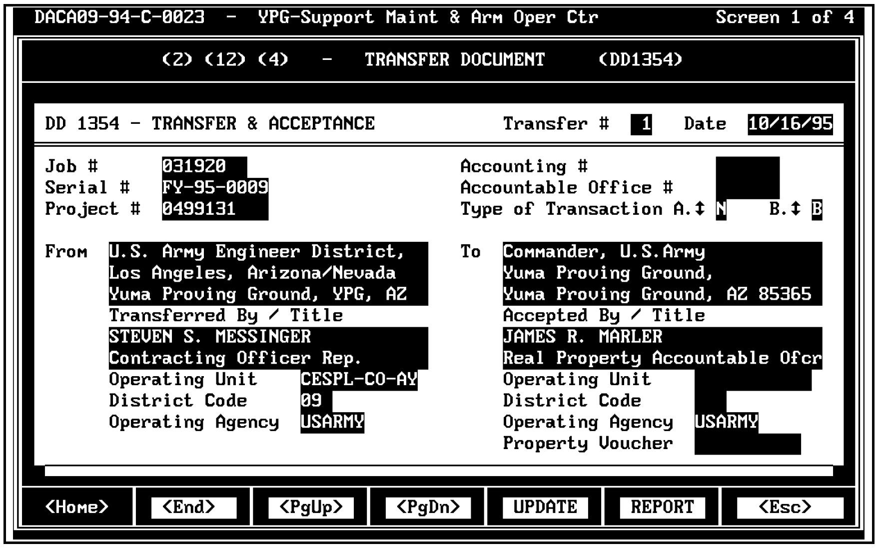
Supply Action If applicable
Container Type If applicable
Container Number If applicable
Include? If the property is to be transferred with this DD Form 1149, type **Y** in this column.

DD Form 1149 Screen 4

Screen 4 is a Special Handling memo field for any additional remarks that need to be included with the DD Form 1149.

(2) (12) (4) Transfer Document (DD Form 1354)

DD Form 1354 is used to transfer real property to the customer. When you choose *Transfer Document*, you will be shown a selection screen as in DD Form 1149 Requisition Invoice above, listing any previous DD Form 1354's. Move your cursor to the one to edit or type **A** to add a new one.



DD Form 1354 Screen 1 Basic Information

Notice that this is also a four screen form.

Press [PgDn] to move to the other screens. To make changes to a screen, type **U** for update. Press [F10] to save the changes. Changes can only be made to one screen at a time.

Transfer #	A sequential number automatically entered
Date	Date of document
Job #	If applicable
Serial #	If applicable
Project #	**Display** Carried over from Project Keys screen
Accounting #	If applicable
Accounting Office #	If applicable
Type of Trans A. ↕	**Lookup** Type of construction
Type of Trans B. ↕	**Lookup** Type of completion
From	Automatically filled in with the default office assigned in (5) (1); can be changed
Transferred By	Automatically filled in with the project engineer entered in Government Staff (2) (1) (4) (1)
Operating Unit	Your office's code
District Code	Your district's code
Operating Agency	Self explanatory
To	Name and address of customer
Accepted By	Name and title of accepting person
Operating Unit	Self explanatory
District Code	Self explanatory
Operating Agency	Self explanatory
Property Voucher	Self explanatory

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(2) (12) (4) - TRANSFER DOCUMENT (DD1354)

DD 1354 - REAL PROPERTY ITEMS Transfer # 2 Date 01/25/96

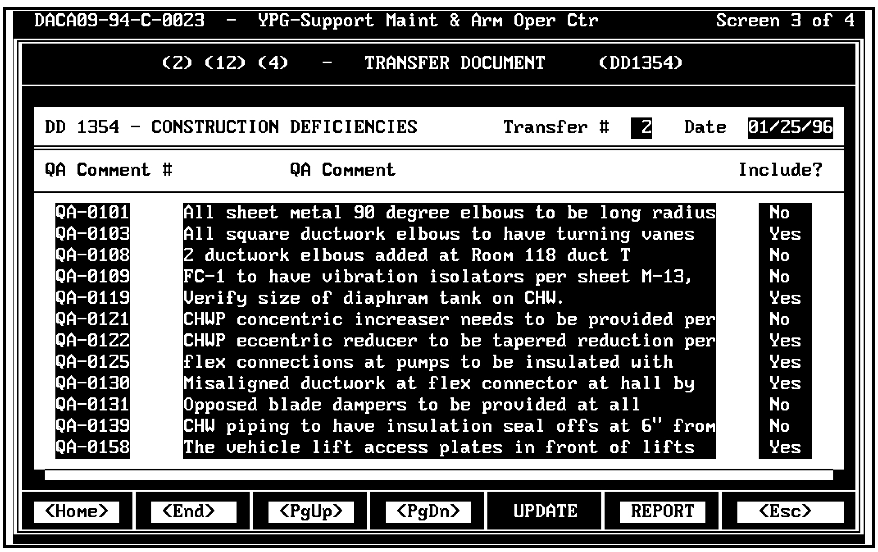
Item ID #	Units	Category	Description	Transfer?
1	1	Hazardous Storage		Yes
2	1	Elect. Substation		Yes
3	1	Ext. Area Lighting		Yes
4	1			Yes
5	1			Yes
6	1	Heating Plant		No
7	1	Sewer Mains		Yes
8	1	Water Mains		Yes
9	1			Yes
11	1	Vehicle Parking		Yes
12	1			Yes
13	1			Yes

<Home> <End> <PgUp> <PgDn> UPDATE REPORT <Esc>

DD Form 1354 Screen 2 Real Property Items

For the first transfer that you do, all the real property items will be shown. Type a **Y** for any that you want to transfer with this document.

On subsequent transfers, only the remaining real property items will be shown.



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(2) (12) (4) - TRANSFER DOCUMENT (DD1354)

DD 1354 - CONSTRUCTION DEFICIENCIES Transfer # 2 Date 01/25/96

QA Comment #	QA Comment	Include?
QA-0101	All sheet metal 90 degree elbows to be long radius	No
QA-0103	All square ductwork elbows to have turning vanes	Yes
QA-0108	2 ductwork elbows added at Room 118 duct T	No
QA-0109	FC-1 to have vibration isolators per sheet M-13,	No
QA-0119	Verify size of diaphram tank on CHW.	Yes
QA-0121	CHWP concentric increaser needs to be provided per	No
QA-0122	CHWP eccentric reducer to be tapered reduction per	Yes
QA-0125	flex connections at pumps to be insulated with	Yes
QA-0130	Misaligned ductwork at flex connector at hall by	Yes
QA-0131	Opposed blade dampers to be provided at all	No
QA-0139	CHW piping to have insulation seal offs at 6" from	No
QA-0158	The vehicle lift access plates in front of lifts	Yes

<Home> <End> <PgUp> <PgDn> UPDATE REPORT <Esc>

DD Form 1354 Screen 3 Construction Deficiencies

Outstanding QA Comments are shown here.

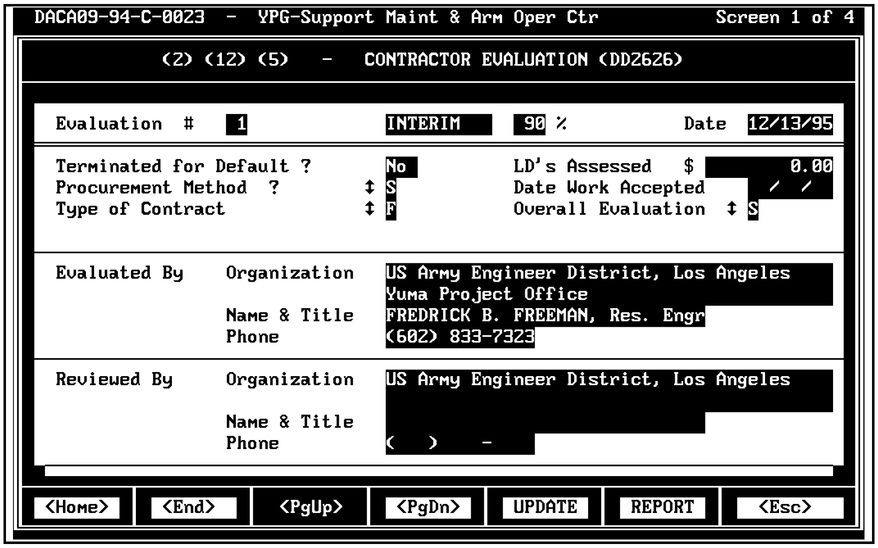
Type a **Y** to include a comment on this DD Form 1354 form or, on Screen 4, you may type "See Attached List" and use your own list of deficiencies.

DD Form 1354 Screen 4

Screen 4 is a Remarks memo field for any additional information that needs to be included with the DD Form 1354.

Both Screens 3 and 4 will print on the last page of DD Form 1354.

(2) (12) (5) Contractor Evaluation (DD Form 2626)


DACA09-94-C-0023 - YPG-Support Maint & Arm Oper Ctr Screen 1 of 4
(2) (12) (5) - CONTRACTOR EVALUATION (DD2626)
Evaluation # 1 INTERIM 90 % Date 12/13/95
Terminated for Default ? No LD's Assessed $ 0.00
Procurement Method ? ↕ S Date Work Accepted / /
Type of Contract ↕ F Overall Evaluation ↕ S
Evaluated By Organization US Army Engineer District, Los Angeles
Yuma Project Office
Name & Title FREDRICK B. FREEMAN, Res. Engr
Phone (602) 833-7323
Reviewed By Organization US Army Engineer District, Los Angeles
Name & Title
Phone ( ) -
<Home> <End> <PgUp> <PgDn> UPDATE REPORT <Esc>

DD Form 2626 Screen 1

There are three types of evaluations:

- Interim
- Final
- Amended

When you press **A** to add, you will choose the evaluation type.

Evaluation #	**Display** Automatically filled in with a consecutive number
Type	**Display** Automatically filled in with type of evaluation you chose
Percent	Automatically filled in the with current placement; can be changed
Date	Date of evaluation
Term. for Default	Yes or No
Procurement Meth. ↕	**Lookup** Sealed bid or Negotiated
Type of Contract ↕	**Lookup** Choose from the list
LD's Assessed	Enter amount
Date Work Accptd	Self explanatory
Overall Eval. ↕	**Lookup** Choose from the list
Evaluated by	Self explanatory
Reviewed by	Self explanatory

DD Form 2626 Screens 2 and 3

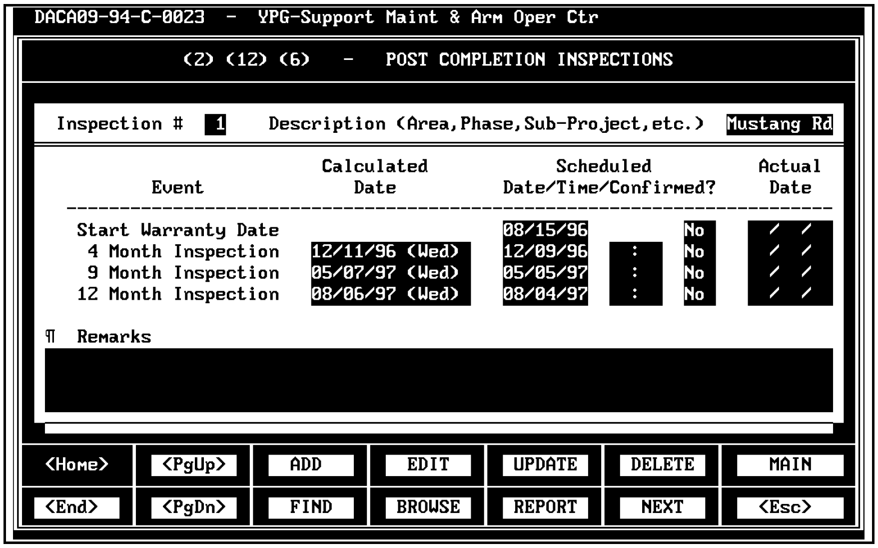
Enter an evaluation for each aspect of the project. The choices are outstanding, above average, satisfactory, marginal, unsatisfactory or not applicable. Type the first letter or choose the code from the lookup table.

DD Form 2626 Screen 4

Screen 4 is a Remarks memo field for any additional information that needs to be included.

(2) (12) (6) Post Completion Inspections

For each post completion inspection you plan to do, you will need to enter this information. The 4, 9 and 12 month inspection dates will be added to the closeout events list. When scheduled and confirmed dates are entered, these will also show on the Closeout Milestone Events list. Calculated dates are not shown there.



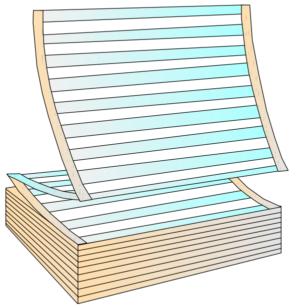
Inspection Entry Screen

Type **A** to add an inspection item and enter a brief description.

Start Warranty Date	Enter this data and the 4, 9 and 12 month inspection dates will be calculated.
Scheduled Dates	You can adjust the inspection dates to suit your schedule if the calculated dates are not workable.
Scheduled Time	Enter the time, if applicable
Confirmed?	Yes or No
Remarks ¶	**Memo** Enter any additional information about this inspection.

(2) (12) (7) Library — Contract Closeout

This choice allows you to edit the contract closeout library from within the project. Details on how to edit this library can be found in the System Library chapter. Remember, changes made to any library affect all projects.



CHAPTER 6: SUMMARY ALL PROJECTS

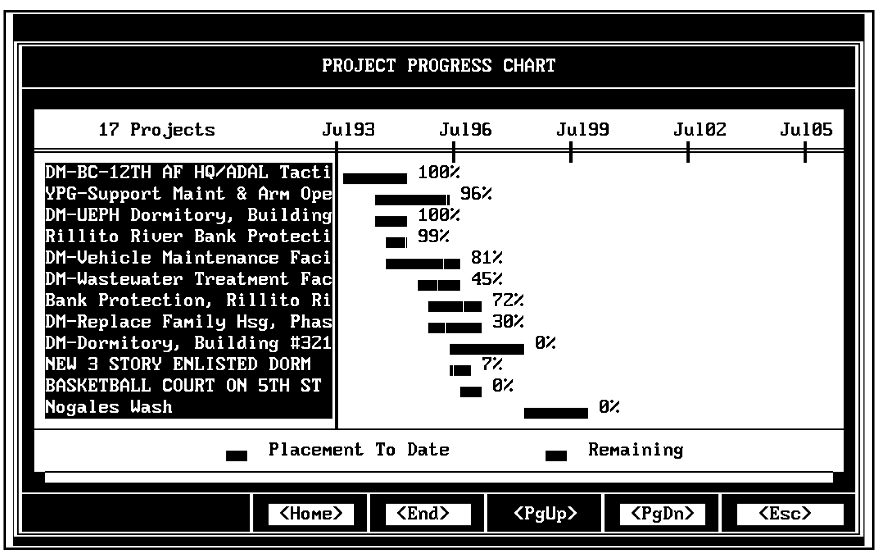
One of the powers of RMS is its ability to combine and retrieve data. This chapter discusses how management can take advantage of this ability on a daily basis and how that ability can be used to prepare briefing packages for a variety of situations. You will learn:

how to review project progress
how to create a briefing package
how to group projects
how to prepare agendas for visitors
how to combine data to prepare the most effective package for the situation
how to prepare a resident management plan

Overview

Summary All Projects allows you to get an overview of projects combined in a variety of ways. Project groups can be set up according to funding source, type of construction, government representative or any other criteria deemed important by the local office. Reports can then be printed and briefing packages prepared for all projects in a group.

This option also provides the means to create and edit Resident Management Plans for such topics as safety, policy and training.



Project Progress Overview Screen

The Summary All Projects overview screen shows the percent complete for each project: complete, active and future.

This screen is selected from the report menu: Summary Project Reports, then Project Progress Overview.

Input

The resident engineer and staff will develop project groups, briefing packages, agendas and management plans based on local need.

Reports

Summary Project Reports: See the overview on the previous page
Individual Project Reports: This choice allows you to select a project group and then choose from the standard project report menu.
Briefing Packages: This allows you to print any defined briefing packages with all its components for any group.
Visitor Agendas: This prints any agenda that has been entered.
Briefing Forms: With this option, you can print a list of briefing forms, the forms themselves or sample fonts/print patterns
Resident Issues: This allows you to print either one or all narratives that have been entered as a resident issues.
Resident Management Plans: This report allows you to select and print any resident management plan.

Creating a Briefing Package

The following steps represent an example for how a briefing package might be prepared for a visiting dignitary. The details for each screen are on the following pages.

1. Define a project group that contains the projects in which the visitor is interested (4) (1), for example, all military construction.
2. Prepare the visitor's agenda (4) (2) (1).
3. Create a briefing package, review the possible contents and decide which ones to include for this visitor (4) (2) (6).
4. Decide the order of the contents (4) (2) (5).
5. Print the briefing package from the Report screen by first selecting the package to print (as defined in step 3) and then selecting the project group (as defined in step 2).

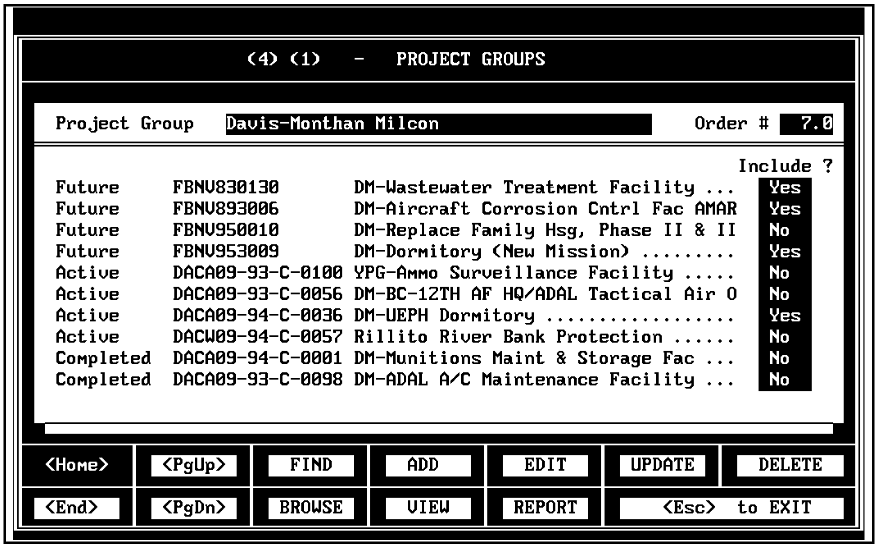
Once project groups or briefing packages have been created, they can be used in any combination to produce additional packages for other occasions.

Summary All Projects Menu

(4) (1) Project

Project Groups

This option allows you to combine your projects into groups. A project may be included in more than one group.



Project Group Entry Screen

Use the [PgDn] key to scroll through the existing project groups. Every project will be shown for each group with either Yes or No, indicating whether the project is included in that group.

To define a new project group, type **A** for add and enter data in these fields.

Project Group — Your title or description of the group

Order # — Where the group will be listed on the project group list; list your most used group first

Include? — Yes or No for each project

All projects— future, active and completed—will be listed on the screen. The Include? field defaults to No. To include a project in your group, change the No to Yes. As a project moves from future to active to completed, you may want to move it to a new group. Use Update to include/exclude the projects as appropriate.

(4) (2) Briefing Packages

(4) (2) (1) Visitor Agendas

Visitor Agenda Entry Screen

Type **A** to add a new agenda, entering the title, order, date, time, activity and responsible party.

Use Update to adjust an existing schedule as needed.

(4) (2) (2) Briefing Forms

The Briefing Forms option can be used to design cover sheets, organization charts and similar materials for the briefing package. Use Add to identify the form and then Update to actually create it. The operation is the same as Office Forms (5) (4); detailed directions and illustrations can be found in the Office Files chapter.

(4) (2) (3) Resident Issues

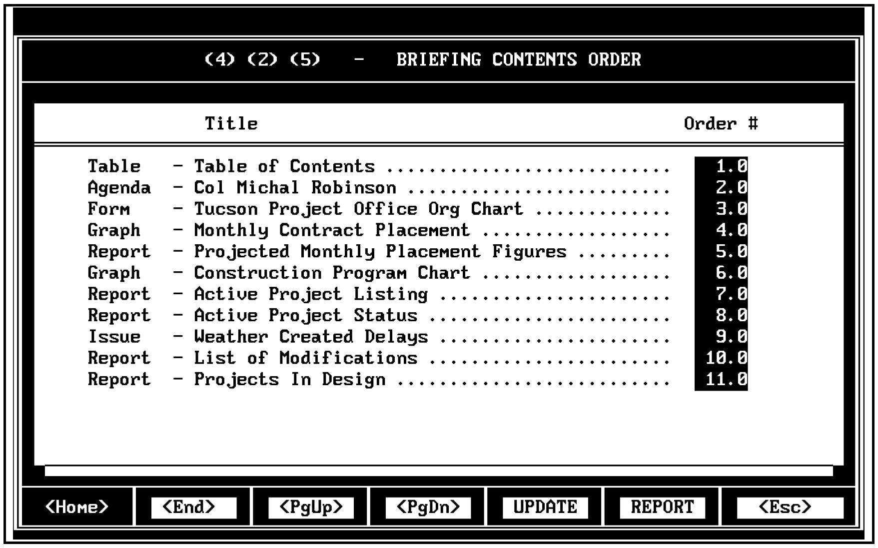
The Resident Issues option allows you to create a narrative report. It can be printed with the Report option or included as part of a briefing package. To add an issue, fill in these fields.

Issue Title	A brief description of the issue
Order #	The order in which this will appear in the Briefing Contents Order.
Resident Issue ¶ ↕	**Memo / Lookup** Write up the issue here. Use the lookup to include macros and formatting commands. For detailed information, see the Form Letter appendix.

(4) (2) (4) Project Status / Issues

This option allows access to the project status screens for each of your projects—future, active and completed. With [PgDn], you can step through each project rapidly without choosing the Next key. If you need to make changes, detailed directions and illustrations can be found beginning on page 5-1.

(4) (2) (5) Briefing Contents Order



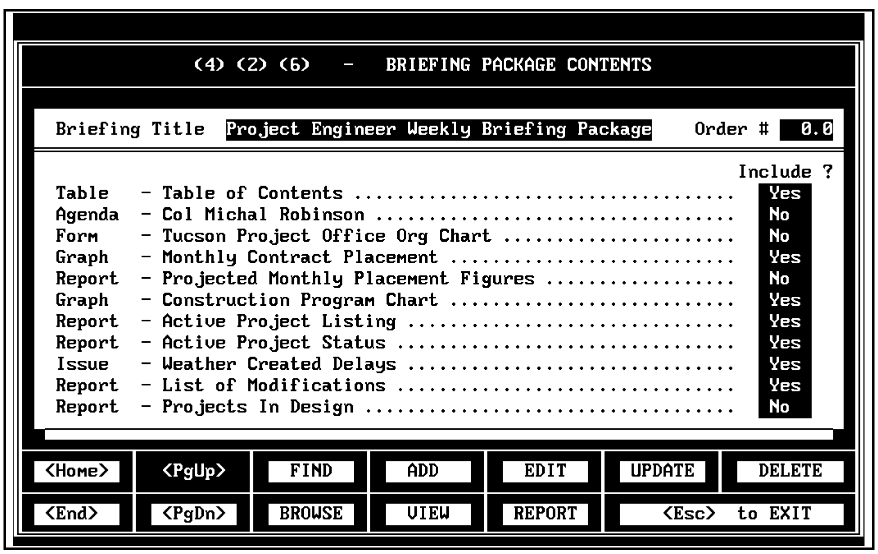
Briefing Contents Order Entry Screen

Use Update to number the contents according to the order in which you wish them printed.

This list will serve as the master contents. The items that actually print will be determined by the next option, Briefing Package Contents.

(4) (2) (6) Briefing Package Contents

Briefing packages can be designed to meet a variety of needs. Some packages will be printed on a regular basis; others might be specially designed for a particular event. Some examples are: a weekly project engineer's update (as shown below), a regular district office report, a summary for visiting dignitaries, and so on.



Briefing Package Contents Entry Screen

All available contents will be shown on the Briefing Contents screen.

To create a new package, type **A** and enter a title and order number. Change the No to Yes for each item to include.

You must include the Table of Contents if you want page numbers to print on your report.

(4) (3) Resident Management Plans

Resident Management Plans are intended to be applied across an entire office, as opposed to Project Plans which deal with a particular project. An example would be a Resident Office Safety Plan for all government employees and operations.

Resident Management Plans are created, modified and retrieved from this location only (4) (3). Project Plans are retrieved from within a Project Planning module but are created and modified only in the System Library.

To create a new plan, follow these steps:

1. Choose *Resident Management Plans*. You will get a list of any existing plans.
2. Type **A** to add a new plan.
3. Type in the plan title, the order # for the Table of Contents, and any subtitles you wish to show. Press [F10], then [Esc].

Once you have added a plan title, you create contents for it. Details can be found in the System Library chapter.

(4) (4) Summary Contract Update

This is an overview screen that lists contracts with their number of:

Unresolved letters and reports
Open mods
Draft letters not sent
Transmittals in review

Contracts with none of the above are not listed.

PART III: OFFICE MANAGEMENT

CHAPTER 7: OFFICE FILES

This chapter provides information about setting up basic office and staff information in RMS. You will learn:

how to enter your office structure
how to enter project locations
how to assign staff duties within RMS
how to limit access to sensitive data in RMS
how to keep personnel and training records
how to design office forms

Overview

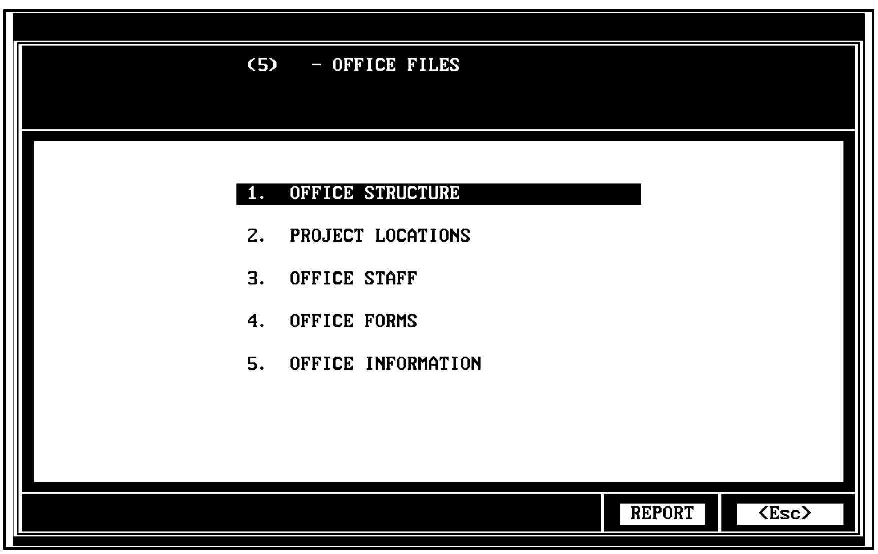
The Office Files module contains office specific data that is used across all projects. It is here that you specify your office name for report titles, staff assignments for different functions in RMS, and personnel and training records. You can also print standard forms and develop custom forms specifically for your office use.

Input

Input for this module comes primarily from staff records.

Reports

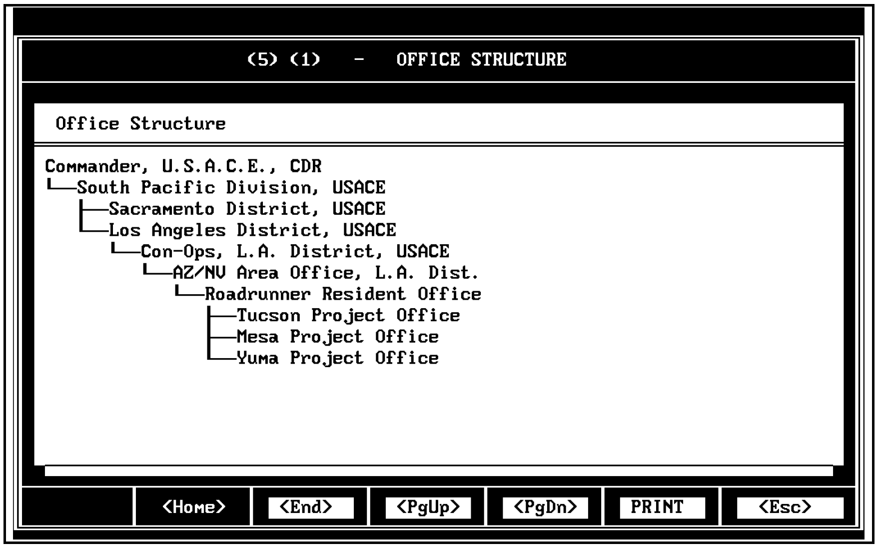
Office Forms: A wide variety of office forms can be printed. See the on-line lookup for a list or print the list from the report menu.



Office Files Menu

(5) (1) Office Structure

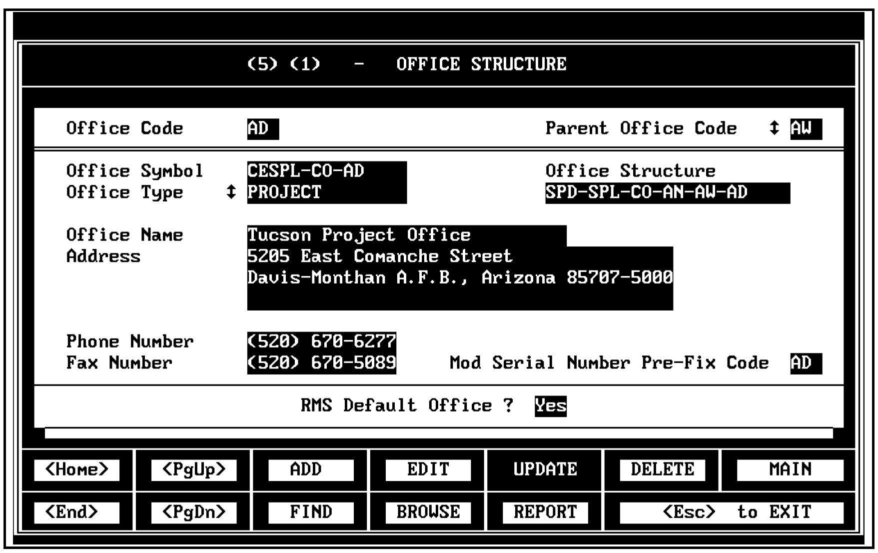
This option sets up your office and its chain of command for use throughout RMS. You only need to enter your own office; however, to print a complete SF30, you must enter the hierarchy up to the District Office, at least.



Office Structure Report to Screen

To see a graphic representation of office relationships, choose **R** for reports. Then choose Office Reports, Office Structure.

To enter the offices in your structure, press [Esc] to return to the menu, choose *Office Structure* and type **A** for add.



Office Structure Entry Screen

Begin with the office highest in your chain of command. Go to reports often to check the resulting relationship.

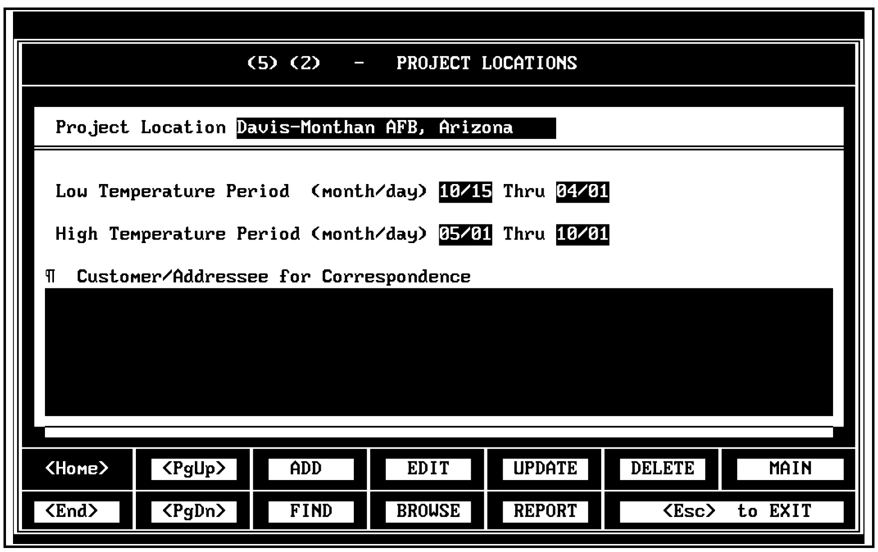
Enter the office names and addresses as you wish them to appear on reports and form letters.

Office Code — The office identifier part of the official office symbol
Parent Office Code↕ — **Lookup** Code for the office directly above the office you are entering; chosen from offices already entered (This is why you enter higher offices first.)
Office SymbolOfficial office symbol for the office you are entering
Office Type ↕ — **Lookup** Choose the office type from the table

Office Structure	**Display** Filled in with the hierarchy of parent office codes
Office Name	Self explanatory
Address	Self explanatory
Phone Number	Self explanatory
Fax Number	Self explanatory
Mod Serial Number	
Prefix Code	If this is your office, enter a two character code that will be the prefix for all your mod serial numbers. This is usually your organization code. If this is not your office, leave blank.
RMS Default Office	Type **Y** for yes if this is your office. This office name will print on reports and on the opening menu screen. There can be only one default office; typing a Y here will change any other office marked as the default to No.

(5) (2) Project Locations

A project location must be entered for each customer or geographical location, as appropriate. The high and low temperature dates determine when temperature dependent three phase inspection checks will be printed on inspection worksheets.



Project Location Entry Screen

Enter the customer name and address. This is a memo field. Press [F8] to use the full screen. Press [F10] to save.

Low temperature means less than or equal to 32°.

High temperature is greater than or equal to 100°.

Enter the name and address as you wish it to appear on correspondence.

(5) (3) Office Staff

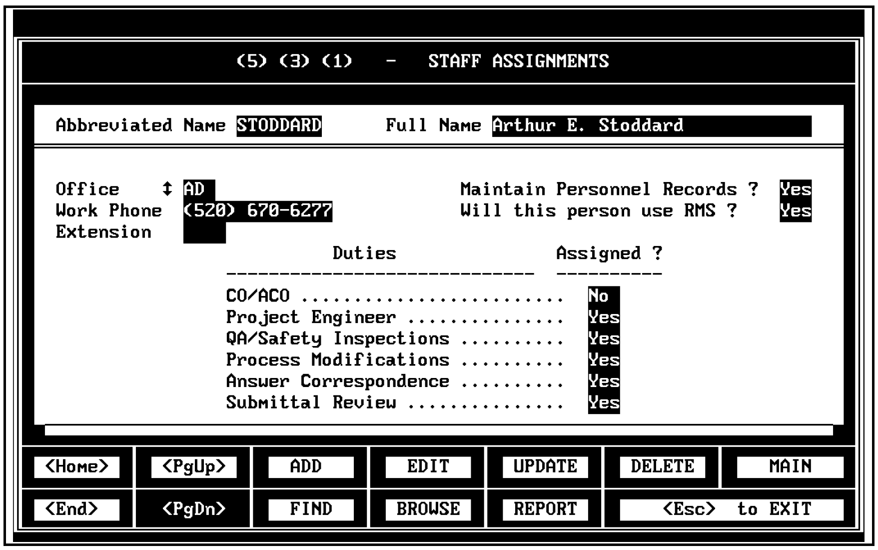
This option allows you to enter data about your staff. Some of it is required by RMS; some of it is optional. The submenu has six choices:

Staff Assignments	Staff Personnel Records
RMS User Module Control	Staff Training Records
RMS User Project Control	Staff Training Courses

(5) (3) (1) Staff Assignments

Staff member information must be entered here if you want to do any of these functions:

- maintain personnel and training records for people assigned to this office
- use password protection on RMS to limit access to some data
- assign that person responsibility for any of the duties listed; the names entered here form the lookup tables used at various points in RMS



Staff Assignments Entry Screen

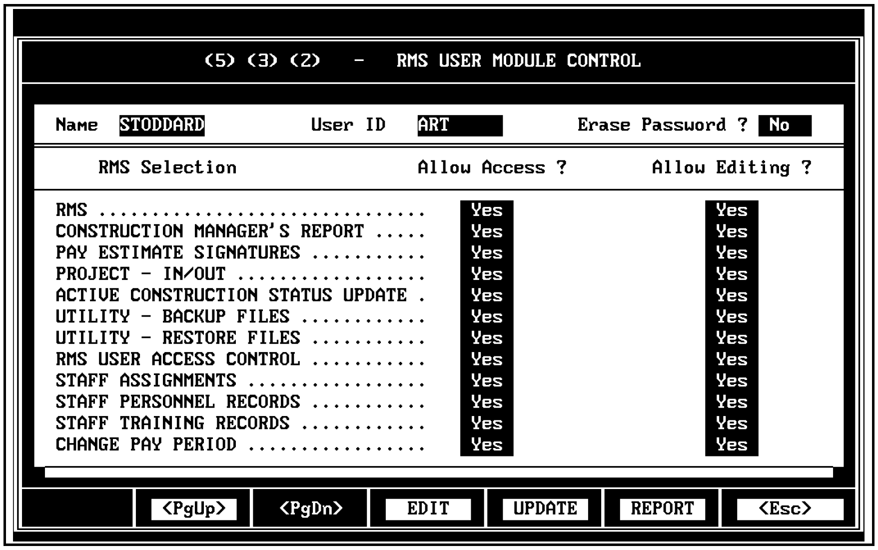
If staff members of other offices or entities outside the government (e.g. AE firms that review submittals) perform any of the listed duties, enter them as well so they will appear on the lookup tables.

Abbreviated Name	Decide on a systematic naming convention for your staff before you begin. This name will be used in the lookup tables so enter one that is easily recognizable. You cannot have two abbreviated names that are the same.
Full Name	Self explanatory
Office ↕	**Lookup** Office code
Maintain Pers Recs?	Type **Y** for yes; the person will appear under the Staff Personnel Records option (5) (3) (4); otherwise, the name will not appear there.
Use RMS?	Type **Y** for yes; the person will appear under the RMS User Control options (5) (3) (2 and 3)
Duties	Type **Y** for each duty this person will perform. The name will appear on the lookup table for that duty, for example, saying Yes to Submittal Review adds that person to the submittal reviewers lookup table.

NOTE: If the person you need is not displayed on a lookup list, but you get a "Duplicate" error when you try to add the name, the appropriate duty is probably not assigned. Return to this screen to update the person's assigned duties.

(5) (3) (2) RMS User Module Control

This option allows you to customize access to RMS features. Menu choices for which a person does not have access will be shown in gray letters instead of black. If a gray menu choice is selected, this message will appear: "You have not been granted access to this module."



Module Control Entry Screen

A person must be entered under Staff Assignments before access control can be set up.

There are three screens of choices. Use [PgDn] to access Screens 2 and 3 once you are in Update.

Name	**Display** Carried over from Staff Assignments, Abbreviated Name
User ID	The ID that will be used when logging in to RMS; must be unique for each staff member
Erase Password?	If a password has been forgotten or if it needs to be changed for any other reason, type a **Y** here. The password will be erased and a new password will be requested the next time the person logs in. This then changes back to No.
Allow Access?	Use Update and type **Y** for yes to designate which functions the person may access. Be sure to limit the number of people who have access to RMS User Access Control if you wish to strictly control data access.
Allow Editing?	If you wish a person to have Read-Only access to particular data, enter **N** for No in this column. If Allow Access is no for an item, this column will be blank.

See the Getting Started chapter, Using Access Control section, for more information. Entry in this screen merely sets the parameters for control. The Access program must be run to actually restrict use.

(5) (3) (3) RMS User Project Control

This option has a similar entry screen to the one above but allows access and editing to each of the existing projects.

(5) (3) (4) Staff Personnel Records

This option can be used to maintain personnel data about each staff member. You must have answered Yes to Maintain Personnel Records in Staff Assignments for the person's name to appear here. The birth date entered here will print on the office calendar. Job Code is the GS/GM classification/series. Be sure to limit access to this screen as it displays Privacy Act information.

(5) (3) (5) Staff Training Records

This option can be used to keep a record of the training courses your staff members have attended.

Student Name ↕	**Lookup** Which staff member attended the course; you must have answered Yes to Maintain Personnel Records for the person's name to appear here.
Course Code ↕	**Lookup** Course number of purple book courses and others; other course data is entered in the next menu choice, Staff Training Courses.
Course	**Display** The course title is filled in based on the course code.
Course Location	Self explanatory
Total Cost	Includes cost of course and travel
Course Dates	Scheduled or Actual course dates
Confirmed?	If the dates are future dates and you type **Y**, the screen displays “Schedule Confirmed”; if you type **N**, the display reads “Schedule Unconfirmed”. If the dates are past dates and you type **Y**, the screen displays “Completed”; if you type **N**, it displays “Confirm or Reschedule”. If no dates are entered, “Not Scheduled” will display.

(5) (3) (6) Staff Training Courses

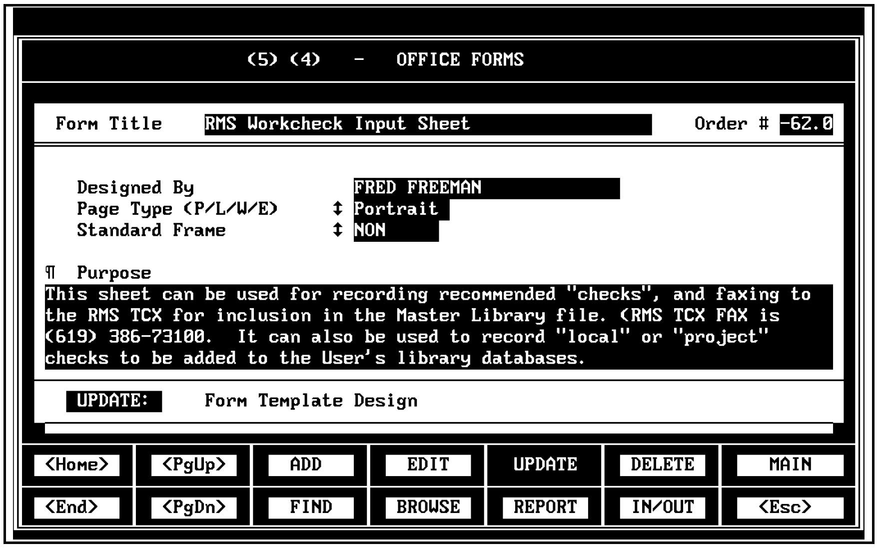
If you have courses you wish to track which are not provided with the sample files, you can enter them here.

Course	Course description or title
Course Code	Up to twelve letters or numbers can be entered for the course code. If all twelve characters are not used, the empty spaces will be filled with leading zeros. You may want to use a prefix which identifies a course category, such as EEO or DIST.
Course Hours	Self explanatory
Course Type	Self explanatory
Originator	Organizer or source of training

(5) (4) Office Forms

The Office Forms option can be used to design forms, either blank forms for various office uses or data filled forms that can be a part of Project Management Plans, (2) (1) (5). There are several sample forms included with RMS that are ready for your use.

Designing a form is not difficult; however, it is very tedious because every line, position of data and type has to be defined. RMS requires entering some basic information about the form on a summary screen and then completing an entry screen for each item (line, box or piece of text) that will be included on the form. It is easiest to understand if you print a sample and compare it to the items entered.

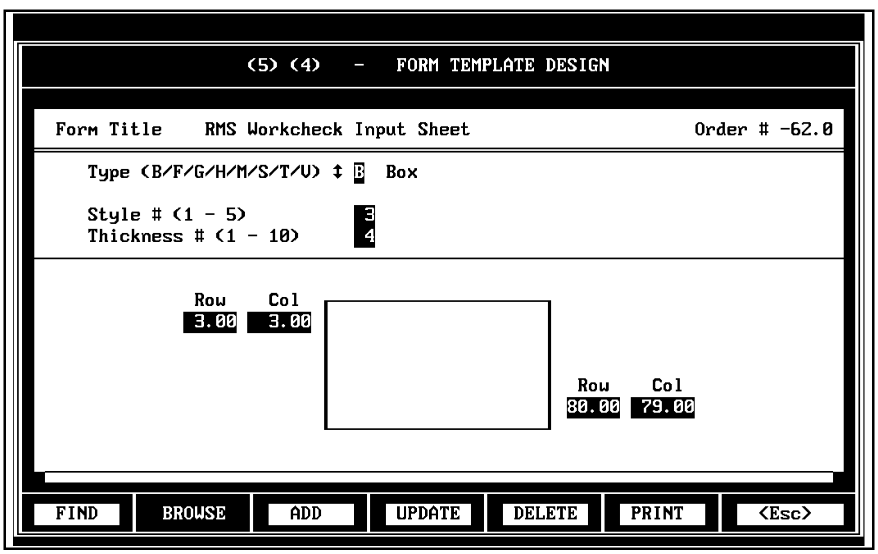


Summary Screen

Choose *Office Forms*.

The summary screen for the first sample form will be shown.

Type **U** for update to see the first entry screen for a form item. (Instructions on adding a form begin on the next page.)



Form Item Entry Screen

Type **P** to print a copy of this form. You can print the form from any of the item entry screens.

This item prints a box around the edge of the paper, with the upper left at row 3, column 3 and the lower right at row 80, column 79.

Press [PgDn] to scan through the items for the sample that you printed, comparing the entries with what you see on the form. Notice how each item is placed at the row and column where it will print.

Useful Tools

Before beginning to design a form, you may find it helpful to print samples of the various boxes, symbols, fill patterns and fonts available. Follow these steps:

1. From either the Office Files submenu or from one of the Office Forms summary screens, type **R** for report.

2. Choose *Office Forms*.

3. Choose *Sample Fonts/Print Patterns*.

4. Choose *All Fonts/Print Patterns* to print all of the samples.

The portrait and landscape grids are especially helpful in determining the correct row and column for placing form items.

Creating a Form

To create a form, first sketch on paper what you want the form to look like. Draw in all the lines and print the text where you want it placed. Use Report to print either a portrait or landscape grid (see Useful Tools above), then copy the grid to a transparency. Use it as an overlay to the sketch you just did. This helps determine the correct placement of form items.

Type **A** for add from one of the summary screens and fill in the following fields. See the previous page for an illustration.

Form Title	Title of the form
Order #	This number determines the order in which the form will appear on the list of forms (accessed from the Browse function).
Designed By	Name of the person designing the form (may be left blank)
Page Type ↕	**Lookup** You have four choices: Portrait (8.5x11), Landscape (11x8.5), Wide (14x8.5) and Envelope
Standard Frame ↕	**Lookup** Select one of the predetermined form formats. Only the formats available for the orientation you selected will be shown.
Purpose ¶	**Memo** Describe the purpose of this form. This is for information only and will not print on the form.

When this summary screen is complete, either press [F9] while still on the Purpose field or press [F10] then **U** for update to go on to the Item Entry screens. In either case, press **A** for add to create a new item. The type field defines the entry. The choices are: box, fill, grade, horizontal line, memo block, symbols, text and vertical line. Similar entries will be described together beginning on the next page.

Graphic and text items can be entered in any order but it may be easier to get all the lines drawn in the correct places before attempting to enter text. Use the Print option from any item entry screen to print your form frequently as you design it. Make adjustments as necessary.

Lines

There are four types of lines: boxes, grade (lines drawn on an angle), horizontal and vertical. Each type has the same entry fields:

Type ↕	**Lookup** Choose one of the line types: B, G, H, or V.
Style # (1-5)	For boxes, you have five choices. See the sample box styles you printed earlier.
(1-2)	For other lines, you have two choices: #1 for a single line, #2 for a double line.
Thickness # (1-10)	#1 is the thinnest line; #10 is the thickest.
Row (upper field)	Enter the row where you want the line to start; place your sketch over the appropriate grid to determine the row number.
Col (upper field)	Enter the column where you want the line to start; use the grid here, too. **NOTE:** For boxes, these two fields determine the upper left corner; for other lines, they determine the starting point. The type of line you are drawing determines which of the following fields must be entered.
Row (lower field)	Enter the row where you want the line to end (for boxes, grade and vertical lines).
Col (lower field)	Enter the column where you want the line to end (for boxes, grade and horizontal lines).

Text and Memos

Text can be entered through either the Text or Memo item types. There are two differences: with Memo you can set the number of lines per inch to either six or eight and you can put a lower right boundary on the space in which the text prints. The entry fields are:

Font Description ↕	**Lookup** Size and style of the typeface **NOTE:** The larger the point size, the larger the type. One-quarter inch high type is 18 points; standard type is usually 10 or 12 points.
LPI (6 or 8)	**Memo type only** Enter the number of lines per inch.
Row (upper field)	Enter the row where you want the text or memo to start.
Col (upper field)	Enter the column where you want the text or memo to start.
Text (Notes) ↕ ¶	Enter the text you wish to appear in this space or press [F2] to access the list of text options. More information on the text options can be found in the Form Letters appendix. In the Memo item type, this field is called Notes. Macros can be used here to print RMS data on a form.
Row (lower field)	**Memo type only** Enter the row where you want the memo to end.
Col (lower field)	**Memo type only** Enter the column where you want the memo to end.

Fill Pattern

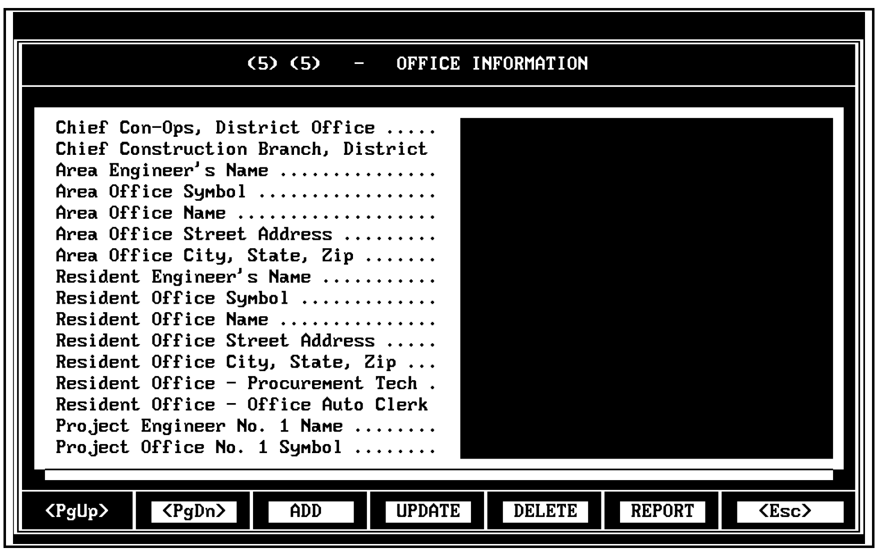
You can shade a rectangular area by using this option.

Style # (1-16)	Enter the desired fill style. Fill styles can be viewed on the sample fill style report.
Row (upper field)	Enter the row where you want the fill pattern to start.
Col (upper field)	Enter the column where you want the fill pattern to start.
Row (lower field)	Enter the row where you want the fill pattern to end.
Col (lower field)	Enter the column where you want the fill pattern to end.

Symbol

Symbol # (1-11)	Enter the desired symbol. Available symbols can be viewed on the sample symbol report.
Row	Enter the row where you want the symbol placed.
Col	Enter the column where you want the symbol placed.

(5) (5) Office Information



Office Information Entry Screen

Use this screen to enter additional office information.

The fields to appear on here are defined in the System Library, User Defined Information.

CHAPTER 8: SYSTEM LIBRARY

The System Library has been called the heart of RMS. It is here that much of the lookup information and quality control checks are stored. The various library files provide information that you can use across all your projects. In this chapter you will learn:

which library files must be set up for your site
which library files determine policy
where each library file is used
how to review, change and add to each of the library files

Site Setup

The following libraries must be set for your site before you can completely use the related sections of RMS:

Contract Modifications:	Signature Blocks
Contract Modifications:	Mod Routing Slip
Progress Payments:	Signature Blocks
Correspondence:	Form Letter Settings
Correspondence:	Signature Blocks

The following libraries are empty when RMS is installed. Entries can be made as the need arises.

Project Planning:	User Defined Information
Project Planning:	Local Work Types
Project Planning:	Local 3 Phase Checks

See the specific section for how to edit each library.

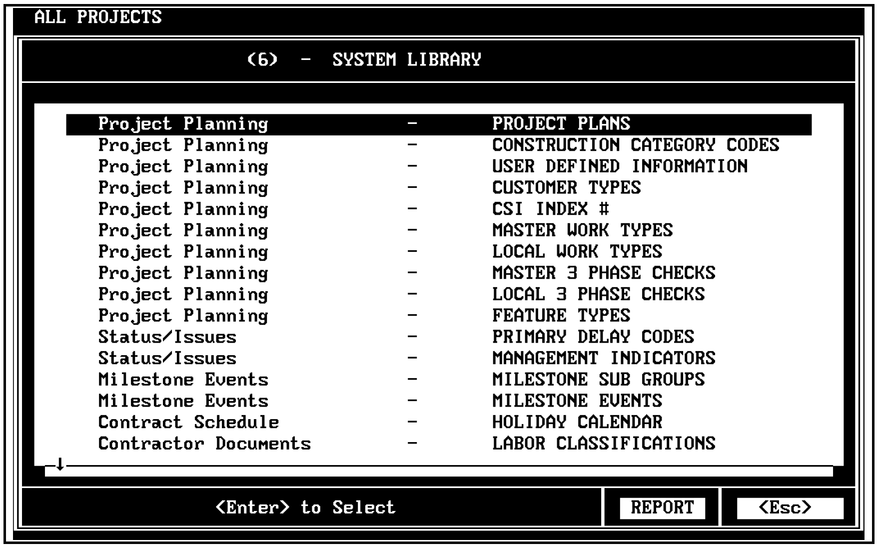
Policy Decisions

The policy library files allow you to set policy standards for your office that will apply to all projects. These standards can be overridden on a project by project basis, if warranted. When you install RMS, you should review each of the policy libraries and make any desired changes. These libraries are:

Status/Issues:	Management Indicators
Contract Schedule:	Holiday Calendar
Contract Modifications:	Mod Policy
Progress Payments:	Payment Policy
Daily QA/QC Reports:	QA/QC Report Policy
Contract Closeout:	Post Completion Policy

See the specific section for how to edit each library.

Library Selection



System Library Selection Screen

Choose *System Library* (6) from the opening menu. This selection screen appears. The library files are categorized by project menu option.

Move through the list with the down arrow or [PgDn] until the library you wish to review is highlighted and press [Enter].

[Home] and [End] can be used to go quickly to the top and bottom of the list.

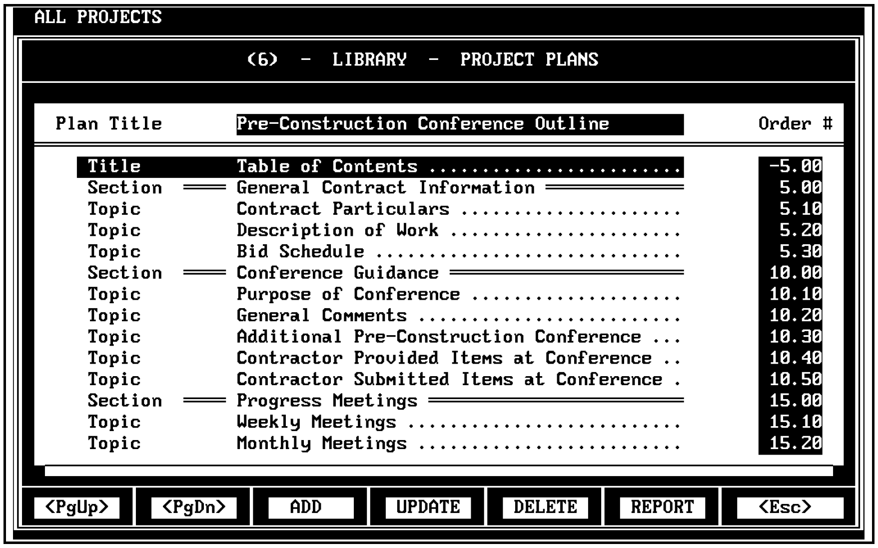
Libraries can also be chosen through the project menus. For example, if you are working in an active project, you can access the Project Planning library files by choosing *Project Planning* from the main menu, then *Library-Project Planning* from the submenu. The *Library* choice is the last choice on each project submenu.

NOTE: Remember that when you change a system library, the change affects all projects. Access to the system library should be limited.

Project Planning Libraries

Project Plans

This option allows you to create one or more general management plans that can be adapted to a variety of projects. You might have a plan for military projects and one for civil works, or one for each customer you serve. Review the sample plans included with RMS to get an idea of what you can include.



Sample Plan Contents

When you select an existing plan, this screen appears, showing all the items in the plan. Press [PgDn] for more items.

This sample uses all three types: section headings, topics and forms. Give the Table of Contents the lowest number so that it will be first.

From this screen, press **U** to update the order of the contents. To update an item itself, move the cursor to that item and press [Enter]. Then use edit or update to make changes to the item.

To create a new plan, follow these steps:

1. Choose *Project Plans*. You will get a list of any existing plans.

2. Type **A** to add a new plan.

3. Type in the plan title, the order # for the Table of Contents, and any subtitles you wish to show. Press [F10], then [Esc].

Once you have added a plan title, you create contents for it. A project plan consists of section headings, topics and forms.

Add Plan Contents

Type **A** from the Plan Title screen to add contents to the plan.

Choose the type of information you wish to add to your plan. The order in which you add items does not matter; you can rearrange them later.

To add a Section Heading, fill in these fields:

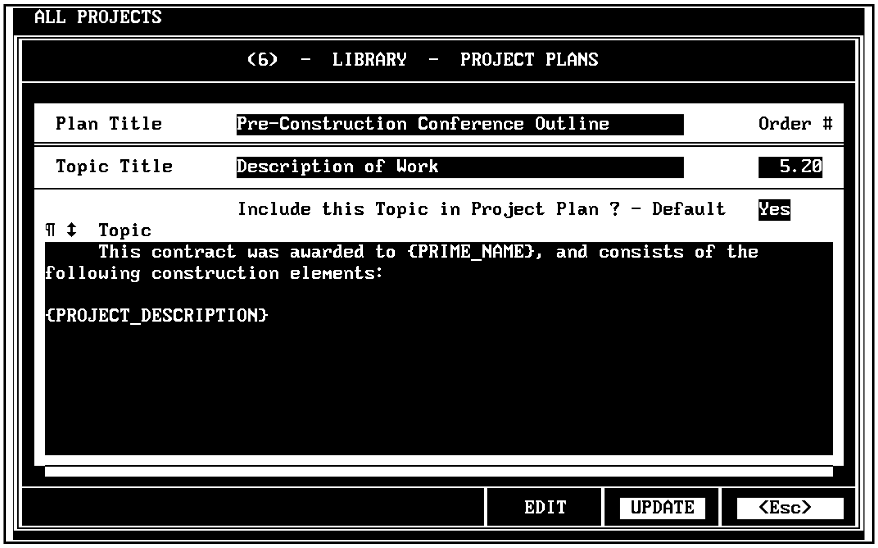
Section Title	Self explanatory
Order #	Where in the plan you wish this to appear
Start Section @ Top of New Page	Yes or No

When the data is entered and saved, press [Esc] to return to the Plan Title screen where the contents will be listed. You can then add additional items.

Plan Topics will probably be the most extensively used item in your plan. In a topic, you can combine general text that you write with macros for data to be drawn from a project. Macros are a short-cut means of accessing a piece or set of data. For example, in RMS {PRIME_ADDR} gives the prime contractor's full address; {LIST_ACTIVITIES} gives all the pay activities for a project.

Many macros have been written for the data stored in RMS and the list is continually being expanded. If you cannot find a macro for a piece of data you need, contact the RMS TCX and request that one be written. More about macros and their use can be found in the Form Letter appendix.

To add a Plan Topic, fill in the screen shown below.



Plan Topic Entry Screen

Here is a sample of a topic that includes general text and macros for the name of the contractor and project description.

When this topic is included in a project plan, the specific data will be drawn from the RMS data for that project.

Topic Title	Self explanatory
Order #	Where in the plan you wish this to appear
Include in Plan?	Yes or No, depending on whether you want it automatically included in a project plan.
Topic ¶ ↕	**Memo / Lookup** The lookup associated with this field is the set of macros that have been written for RMS. You can press the [F2] key at any time during your typing to insert a macro for specific information. See the Form Letter appendix for more details.

To add a Plan Form, see the directions for Office Forms on beginning on page 7-7. There is only one additional field on this form:

Include in Plan?	Yes or No, depending on whether you want it automatically included in a project plan.

Construction Category Codes

Construction Category Codes are used to identify or filter pieces of real property unique to a customer. For each customer, codes for predefined pieces of real property are entered. These codes are used in the development of project DD Form 1354 documents. RMS comes with an extensive listing for the Air Force and Army. If you have a project for another customer that involves real property, you will need to enter a new set of category codes. These are the fields:

Customer Type ↕	**Lookup** From the customer type library
Category Code	Seven character code
Short Title	Eighteen character description
Unit ↕	**Lookup** From the unit library
Facility Class, etc	**Memo** An extended description

User Defined Information

At various points in RMS you have an option to include information you consider important but which is not otherwise contained in the system. The User Defined Information option allows you to specify these additional fields.

It is easiest to understand this option if we first look at the result. After fields are defined, the actual information is then entered at these menu choices:

Future, Active or Completed Projects

Project Planning / Award Planning / Award Information (2) (1) (1) (6) (see below)

Project Planning / Designer AE Planning / Design Information (2) (1) (2) (6)

Project Planning / Contractor QC Planning / QC Information (2) (1) (3) (7)

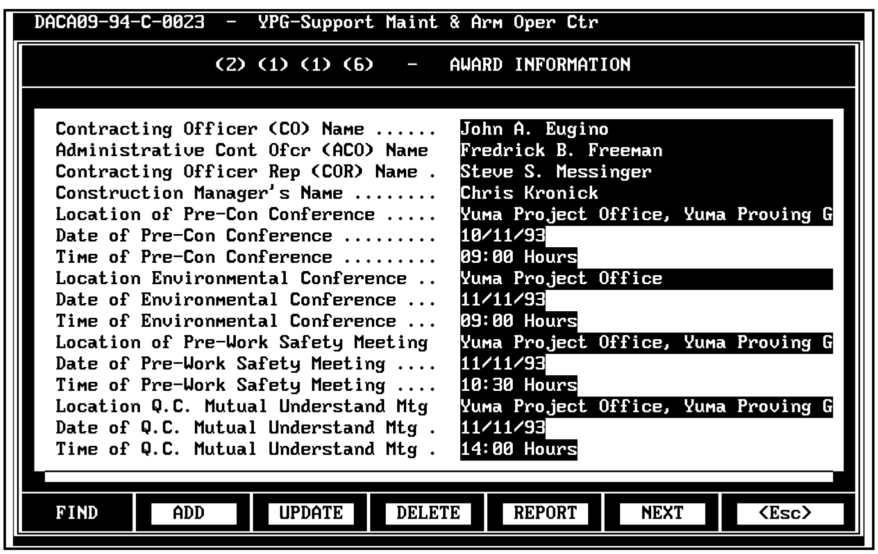
Project Planning / Government QA Planning / QA Information (2) (1) (4) (7)

Correspondence / Correspondence Information (2) (9) (4)

Office Files

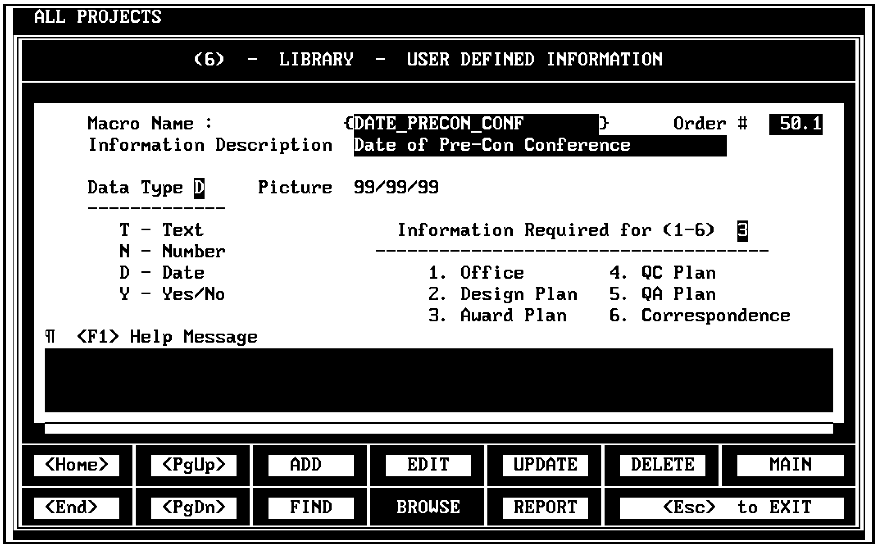
Office Information (5) (5)

The Award Information entry screen is shown below. RMS comes with some standard fields on this screen. User Defined Information allows you to specify additional fields on the left of this screen. Then, for each project, you can enter data into the spaces on the right. This data is available as macros for use in project plans or form letters.



Award Information Entry Screen

Each information screen has this same format.



Defining User Fields

Choose *User Defined Information* to access this screen.

The same screen is used for each type of information.

Macro Name	**Required** Enter an easily recognizable abbreviation of the data. This can be used in form letters and project plans to include the data. There can be no spaces; use an underscore to separate words as shown in the above example.
Order #	The order in which you wish this field to appear on the Information entry screen.
Information Desc	These words will display on your information screen; be clear and concise. There are spaces for 35 characters.
Data Type	Choose from the list
Picture	Allows only a certain format for the data entered; used only for date and number fields. A date field has an automatic picture of 99/99/99, as shown above, with the 9's standing for any digit. When the digits are entered, the slashes are automatically included. Use a picture any time you want to speed data entry in a field with a standard format. For example, the picture for a phone number could be either 999-9999 or (999) 999-9999, depending on whether the area code was needed. The parentheses and dash would be entered automatically.
Information Required for (1-6)	Choose the number of the menu choice on which you want this field to appear
Help Message ¶	**Memo** If you want a help message for this field, enter it here.

Customer Types

The standard customer types, Air Force and Army, are included. If you have additional customer types, enter them here. The fields are a four character code and a description.

The customer type determines the category codes available to you. If you enter a new customer type, you will also need to enter a set of category codes for that customer, if real property is involved.

CSI Index #

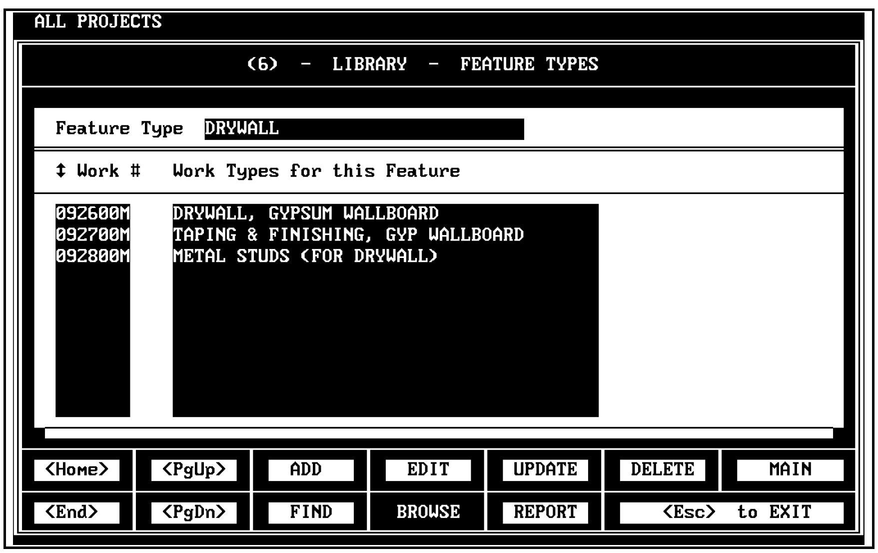
The CSI Index numbers are included in RMS. If any need to be added or changed, you can do it here. The fields are the CSI number and a description. The CSI index was used to properly categorize QA/QC checks, repetitive deficiencies, etc., to avoid duplication of comments.

How Features, Work Types and 3 Phase Checks are Related

These libraries are the main-stay of the 3 phase inspection check worksheets. Extensive relationships have been established based on previous construction experience and this can be invaluable as you manage a project. The connections can best be explained through an example. The following screens, with data entry details, will show how an inspection check is linked to the Drywall feature of work.

Feature Types

A comprehensive set of features is included in the Feature Type library. Each feature has a set of work types associated with it. You can add to or delete the work types associated with a feature but keep in mind that these connections are the result of the large body of accumulated experience.



Drywall Feature

There are three work types associated with the Drywall feature.

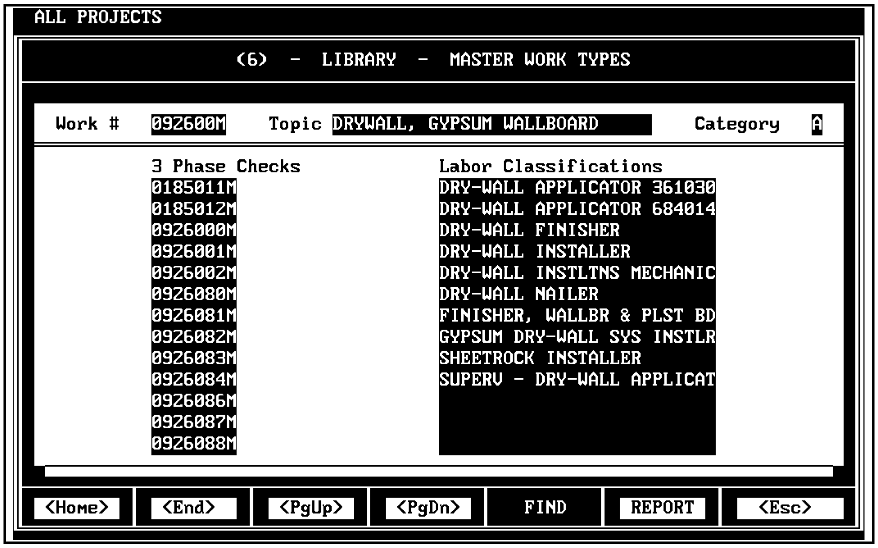
If you do not find the feature you need, type **A** to add a new one.

Feature Type	A description of the feature
Work # ↕	**Lookup** Choose from the library of work types; you can add as many work types as applicable
Work Type for this Feature	**Display** Automatically filled in with the description of the work type

Master and Local Work Types

Work Types are defined in either the Master or Local Work Type libraries. Each work type can have 3 phase checks associated with it. In the Master Work Type library, the information is display only.

The Local Work Type library is empty when RMS is installed. In it you can enter any work types that are particular to the situation in which you are working, for example, additional insulation that must be done to handle extreme weather conditions or certain local laws or regulations pertaining to your program location.



Gypsum Wallboard Work Type from Master Work Type Library

There are several checks listed with the Gypsum Wallboard work type. These checks cover preparatory, initial and final inspections.

The Local Work Types screen is similar.

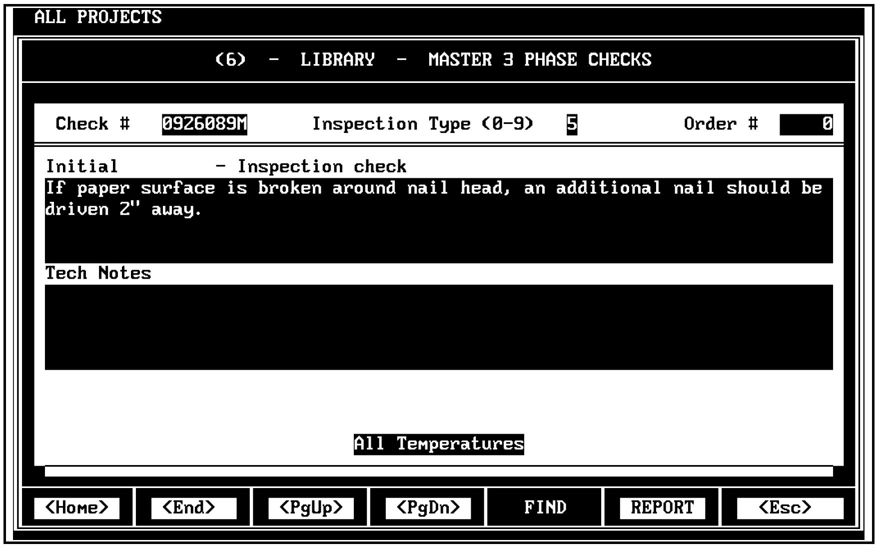
To add a local work type, choose *Local Work Types*, type **A** for add and fill in these fields.

Work # ↕	**Lookup** The first three digits must be chosen from the CSI code lookup; the next three numbers can be chosen as you wish. If you are entering very many local work types, establish a rational numbering scheme. The L at the end of the number designates this as local.
Topic	A description of the work type
Category ↕	**Lookup** Choose a work category
3 Phase Checks ↕	**Lookup** Choose as many 3 phase checks as are applicable
Labor Classificat'ns ↕	**Lookup** Choose as many classifications as are applicable

The Local Work Types screen has two additional fields not shown on the above illustration:
Recommend for Master Library: Yes or No
Replace Master Work #: Enter the master number that this work type replaces.

Master and Local 3 Phase Checks

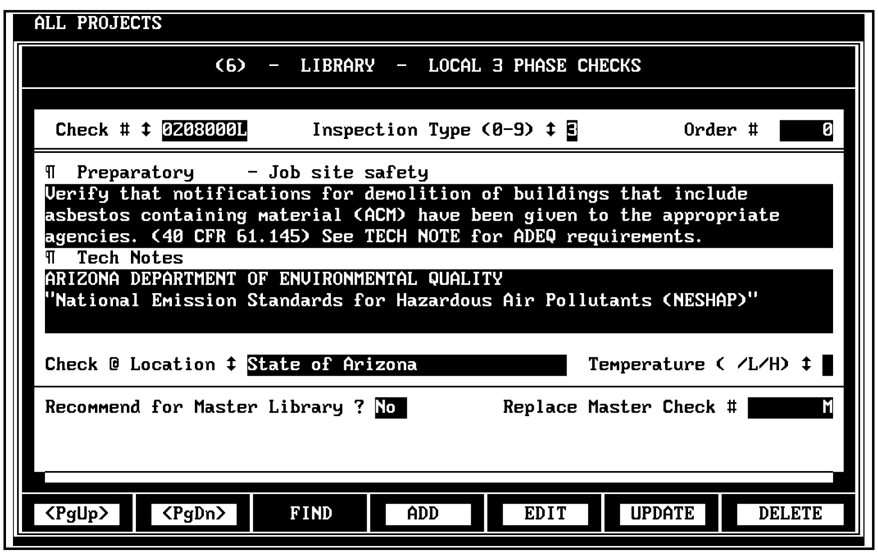
Three Phase Checks are defined in either the Master or Local 3 Phase Checks libraries. These are the basis for the inspection worksheets. The connections to work types and from there to features are the result of much experience and should serve the needs of most projects. If necessary, you can customize how checks, work types and features are connected as you enter data for each project. See Three Phase Inspections in the Project Planning chapter, page 4-32.



Check 0926089M from the Master 3 Phase Check library

This is an initial inspection check related to the Gypsum Wallboard work type which is related to the Drywall feature.

No changes can be made to master checks.



Local 3 Phase Check Entry Screen

Local checks, such as this one for the State of Arizona, can be entered on this screen.

If Check @ Location is blank, this check will be applied to all projects. If a location is entered, the check will be applied at that location only.

Check # ↕	**Lookup** The first three digits must be chosen from the CSI code lookup. The next four numbers can be chosen as you wish but they are often based on the number of the associated work type. The L at the end designates this as a local entry.
Inspection Type ↕	**Lookup** Choose from the list; the description of the type you choose will be entered over the top memo field.
Order #	Allows you to re-order the checks as they show in the browse list
Check Description	**Memo** Enter the check as you want it to print on the inspection sheet.
Tech Notes	**Memo** Enter any technical notes relating to this check.
Check @ Location ↕	**Lookup** Choose the location.
Temperature ↕	**Lookup** Choose low, high or leave blank.

Recommend for Master Library: Yes or No

Replace Master Check #: Enter the master number that this check replaces.

Status/Issues Libraries

Primary Delay Codes

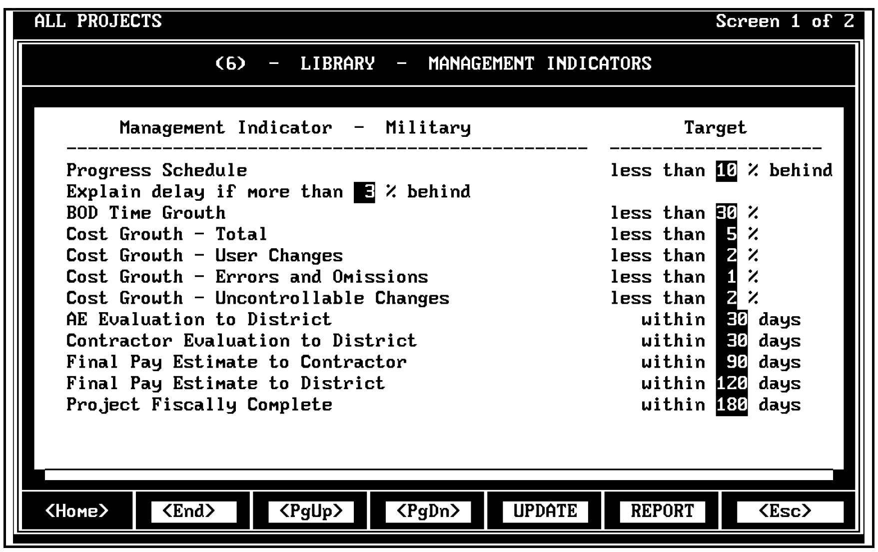
The Primary Delay Codes are used on the Construction Manager's Report. At present, these codes represent AMPRS codes. If additional delay codes are needed, they can be added. The fields are:

Code	A two character code
Description	Description of the delay

Excusable delay for project fiscally incomplete? Yes or No

Management Indicators

These indicators are used on the construction manager's report and the defaults reflect Corps standards. Events outside these indicators will print on the Red Flag management report.



Management Indicators-Military

This is Screen 1 of 2 (see top right corner); Screen 2 is for civil projects.

Standard indicators come with RMS. Change them, if desired, to suit your management style or District policy.

Milestone Events Libraries

Milestone Sub-Groups

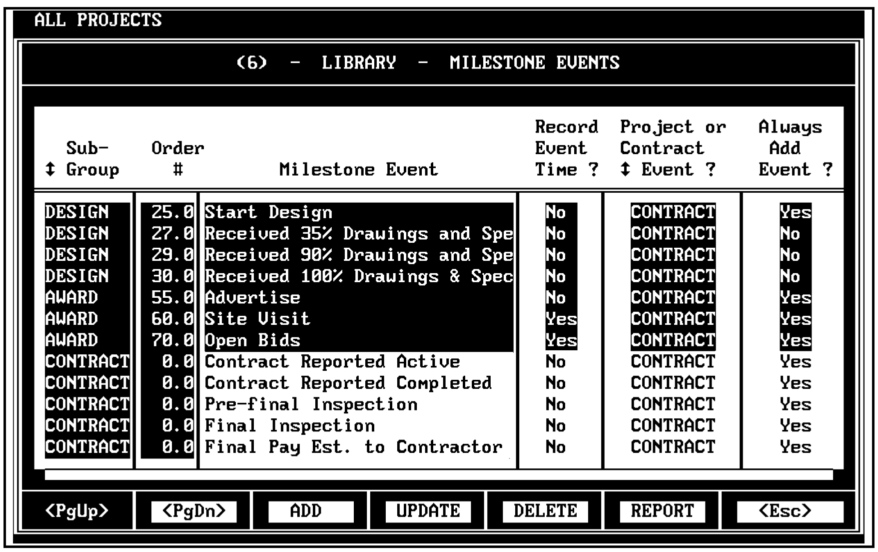
Milestones are arranged in sub-groups by the time period in which they occur. The default sub-groups are:

Design	Events occurring prior to award
Award	Events occurring prior to construction
Contract	Events occurring during construction
Complete	Events occurring after final inspection
Closeout	Closeout Events—complete documentation

Other sub groups may be added to more finely categorize events. The fields are:

Milestone sub-group	Eight character name
Order	Allows you to reorder the sub-groups
Title	A descriptive phrase for the sub-group

Milestone Events


ALL PROJECTS

(6) - LIBRARY - MILESTONE EVENTS

Sub- ↕ Group	Order #	Milestone Event	Record Event Time ?	Project or Contract ↕ Event ?	Always Add Event ?
DESIGN	25.0	Start Design	No	CONTRACT	Yes
DESIGN	27.0	Received 35% Drawings and Spe	No	CONTRACT	No
DESIGN	29.0	Received 90% Drawings and Spe	No	CONTRACT	No
DESIGN	30.0	Received 100% Drawings & Spec	No	CONTRACT	No
AWARD	55.0	Advertise	No	CONTRACT	Yes
AWARD	60.0	Site Visit	Yes	CONTRACT	Yes
AWARD	70.0	Open Bids	Yes	CONTRACT	Yes
CONTRACT	0.0	Contract Reported Active	No	CONTRACT	Yes
CONTRACT	0.0	Contract Reported Completed	No	CONTRACT	Yes
CONTRACT	0.0	Pre-final Inspection	No	CONTRACT	Yes
CONTRACT	0.0	Final Inspection	No	CONTRACT	Yes
CONTRACT	0.0	Final Pay Est. to Contractor	No	CONTRACT	Yes

<PgUp> <PgDn> ADD UPDATE DELETE REPORT <Esc>

Milestone Events Entry Screen

The milestones shown with white letters on gray (shown here as black on white) are required for every project.

To add a new milestone, type **A**.

Sub-group ↕	**Lookup** The sub-group for this milestone
Order	Allows you to reorder the milestones
Milestone Event	A brief description of the event
Record Event Time?	Yes or No; determines whether a Time field shows on the project milestone screen (2) (3) (1 or 2)
Project or Contract whole Event?	Determines whether a milestone is associated with the contract as a whole or with a project key. A project event is copied to the milestone list once for each project key.
Always Add Event?	Yes or No; determines whether this milestone will automatically be copied to every new project created. If you say No here and then change your mind, you can add it to a project later with (2) (3) (1 or

2).

Contract Schedule Library

Holiday Calendar

Federal holidays for the next year are included in this library. Additional years can be entered, as can any local holidays. This calendar is used in counting work days in a month. The holidays will also print on the office calendar.

Contractor Document Libraries

Labor Classifications

Labor Classifications is used as a lookup table on the labor interview and work types entry screens. Most of the applicable classifications are included in the library. The description and numbers are taken from the Department of Labor Dictionary of Occupational Titles. If you need to enter a new labor classification, there are two fields:

Work Classification	Description of the work
Occupational Title	Numeric code for the classification

Labor Rate Tables

The labor rate table for the project is designated in the Contract Description. A sample is included with RMS but it may not be accurate for your location. You can either make changes to the sample or start over with a new one. If you choose to add a new labor rate table, you can either make all the entries manually or you can copy an existing table and then make any necessary changes. Here are the field details.

Wage Table #	A user defined two character field
Wage Decision #	An identifying number
Location	Geographical area where this table is applicable
Wage Rate Date	The effective date
Class ↕	**Lookup** From the labor classification library
Rate	Basic hourly rate
Fringe	Value of fringe benefit
Plus %	Labor burden percentage
Total	**Calculated**

Contractor Trades

This library contains the various contractor trades. There is only one field—a brief description of the trade. This information is tied to project activities and is used to calculate the percentage of work subcontracted out, as shown on the DD Form 2626.

Contract Finances Libraries

Contract Types

Contract type refers to the type of contracting being administered. It is entered on the Contract Description screen. If you need to enter other types, the fields are:

Contract Type	A one character code
Description	A thirty character description

Contract Funding Types

Contract funding type refers to who is paying for the project. It is also entered on the Contract Description screen. If you need to enter other types, the fields are:

Code	A one character code
Description	A thirty character description

Units

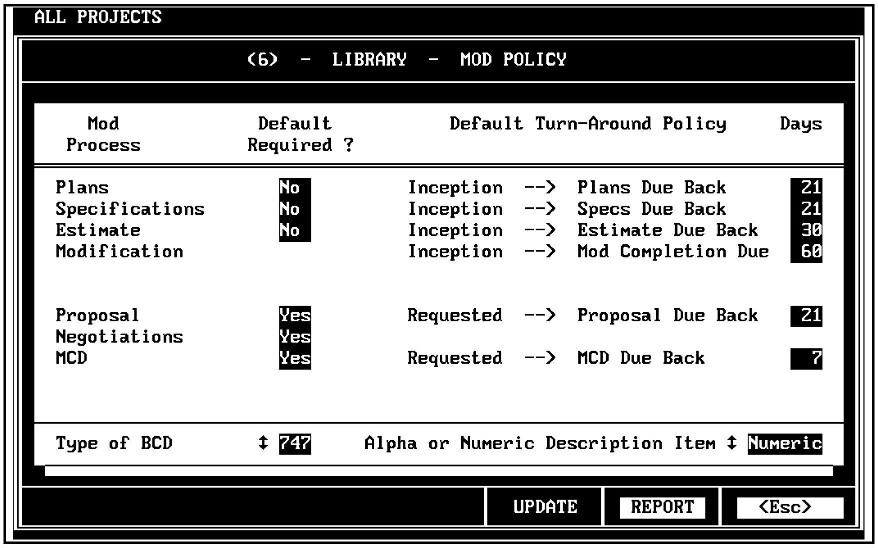
The units lookup table contains entries such as cubic yard, hour, each, and so on. It is used for bid items and pieces of property. The fields are:

Code	A three character code
Description	A thirty character description

Contract Modifications Libraries

Mod Policy

The entries you make here determine the defaults on the serial number description and tracking screens under Contract Modifications (2) (7) (1, 2, or 3) (1 and 2). See pages 5-31 and 5-33 for illustrations. If you enter Yes in the Default Required? column here, Yes will also be entered in the Required? column of the serial number description and tracking screens.



Mod Policy Entry Screen

The default dates due will be calculated according to the number of days you specify here and will automatically fill in on the appropriate mod screen.

You have two additional fields:

Type of BCD ↕	**Lookup**	Either 747 or 84 as the type of Basic Change Document.
Alpha or Numeric ↕ Desc Items	**Lookup**	Determines whether BCD items will be given consecutive letters or numbers

FAR Clauses

This library contains FAR clauses that you may include on SF30 modification forms. The fields are:

Paragraph	Official paragraph number; unique
Clause Date	Self explanatory
Title	Clause title
Clause ¶	**Memo** The text of the clause
Reference	Choose the types of mods for which this FAR clause is applicable. When you use the FAR clause lookup on the SF30 form, only the clauses for the type of mod you are processing will be shown.

Mod Reason Codes

This lookup gives the reason for the modification. It is entered on the serial number description form (the BCD), (2) (7) (1, 2, or 3) (1). The fields are:

Code	A two character designation
Reason for Change	A brief description of the reason
Reason Type	Choose one of the types from the list. This determines the category in which the modification will be placed when contract status report is calculated.

Exclude change from total cost growth? Yes or No (default is No)

Mod Stage Codes

Mod Stage Codes tell where this change is in the modification process and is based on the AMPRS stages. It is entered on the serial number tracking form, (2) (7) (1, 2, or 3) (2). The fields are:

Code	A one character designation
AMPRS Stage	A description of the stage

Originating Agencies

The agency originating the change is chosen from this lookup table. The code is entered on the serial number description form (the BCD), (2) (7) (1,2, or 3) (1). The fields are:

Code	A one character designation
Originating Agency	The agency name

Mod Routing Slip

This library allows you to enter the information that would go on a mod routing slip. When the names and/or titles are entered here, a routing slip can be printed without further typing.

Routing Slip Entry Screen

Enter the offices or names for each type of mod. The field will scroll if there are more than ten.

An unlimited amount of notes can be entered in the Routing Notes field, although only three lines will print.

When typing routing entries that are longer than one line, press [Enter] at the end of the first line or the spacing may not be what you want. The routing slip can vary in length, even going to a second page. To print a routing slip, type **R** from this screen.

Mod Documents

The Mod Documents library provides a place for you to create standard forms that can be generated from option (2) (7) (1 or 2) (6) and attached to mods as needed. The fields are:

Document Code	A three character code
Order #	The order in which the document appears on the menu
Document Title	A brief description
Mod Document ¶ ↕	**Memo / Lookup** Write the documents here. Use the lookup to include macros and formatting commands. Existing documents can be copied into this field with Utilities, Copy File command if the desired file is in ASCII format. For detailed information, see the Form Letter appendix.

Mod Types

The Mod Type is entered on the serial number description form (the BCD), (2) (7) (1, 2, or 3) (1). The type code and description of each entry cannot be changed and no additional types can be added. You can change these two fields:

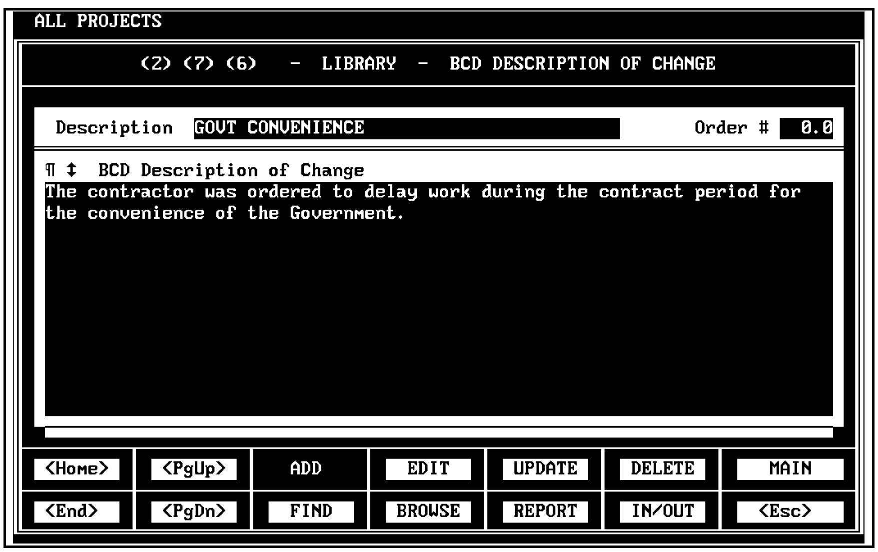
Number of copies for SF30	Up to two digits
Contractor's signature required?	Yes or No

Signature Blocks

This option allows you to enter the names and titles of persons who will be signing your BCD's. This information will be available to the lookup tables on the Modification Signatures screen (2) (7) (5).

BCD Description of Change

BCD's are often done for common reasons. This library and the five that follow allow you to enter text frequently used on BCD's. When you add a BCD, you can then select the text from the library, eliminating the need for typing it and giving your documents standard wording. These libraries are empty when RMS is installed.



Description of Change Entry Screen

Fields are:
Description
Order in which it will appear on the lookup table
The text itself

Pressing [F2] on the text field accesses an import/export text function. This allows you to write your description in a word processor then import it or to export a description and make it a part of a larger report. Text to import must be in ASCII format. Exported text is saved in ASCII format in the main RMS directory (C:\RMS in a default installation).

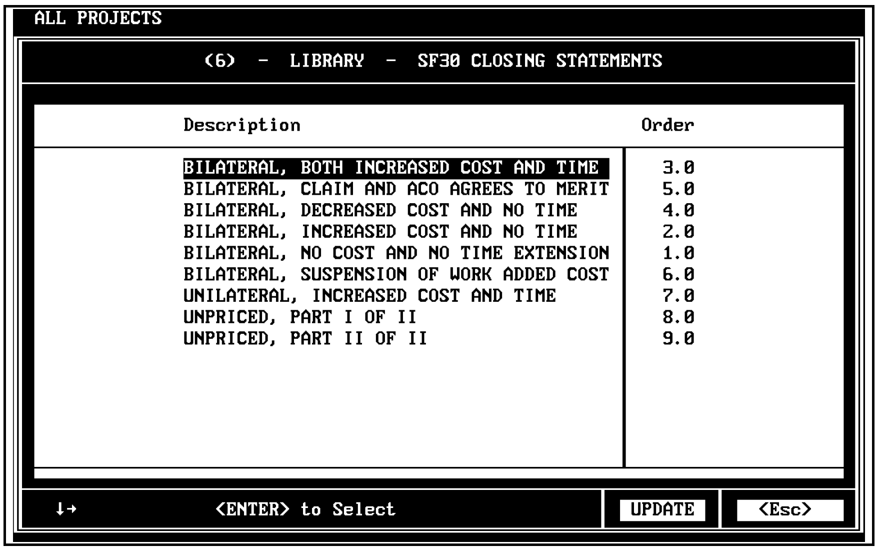
BCD Necessity of Change / BCD Change in Drawings / BCD Change in Specs
SF30 Change in Contract Price / SF30 Change in Contract Time

Same as BCD Description of Change

SF30 Closing Statements

This library includes closing statements that may be included on SF30 forms. Examples are included and should be modified to comply with your local requirements or preferences. The fields are:

Description	A brief description
Order #	The order in which the document appears on the menu
Closing Statement ¶	**Memo** Type the text of the closing statement

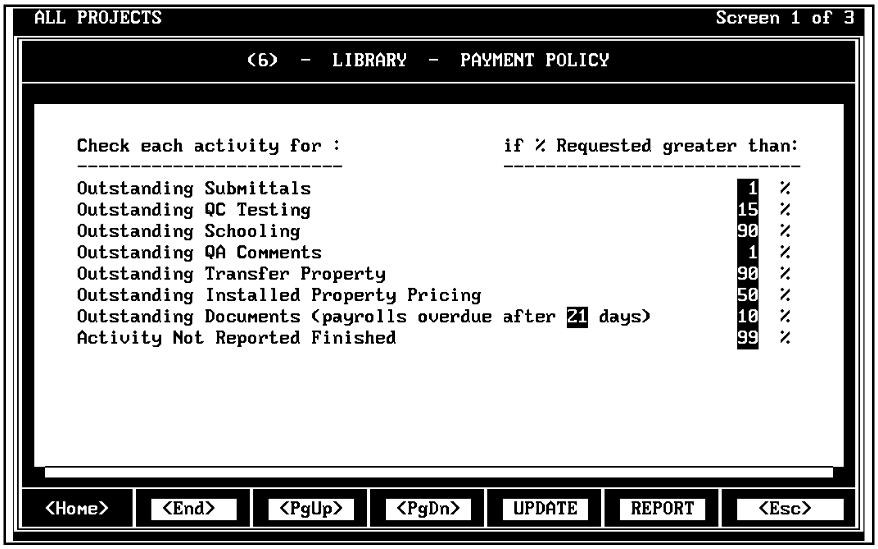


Browse Screen of currently available closing statements

Payment Policy Libraries

Payment Policy

The guidelines you enter here will determine what prints on your Contractor's Pay Request Worksheet (the Gig Sheet). If the requested pay for an activity is greater than the percentage you enter, any outstanding items in that category will be printed on the worksheet. This makes it possible for you to ensure that payment is in accord with local management policy.



Payment Policy Entry Screen 1

Enter the desired percentage for each category.

Notice that this is Screen 1 of 3. Press [PgDn] for Screens 2 and 3.

Screen 2 allows you to specify items to check for retainage. The default is Yes; type **N** to change an item to No.

Screen 3 provides a text area where the Standard Final Payment Remarks for Eng Form 93 can be entered. The default statement can be modified according to local practices. It is suggested that you coordinate this area with your Contracting Office and/or Office of Counsel.

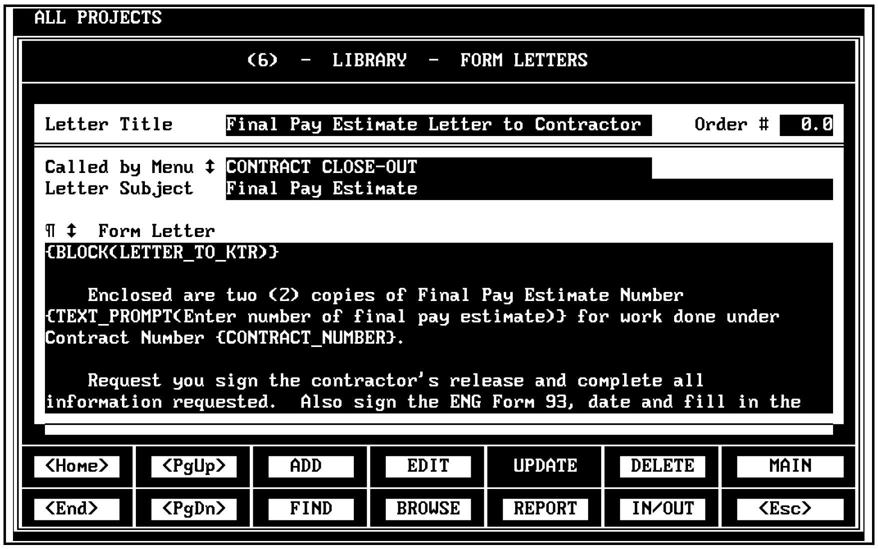
Signature Blocks

This option allows you to enter the names and titles of persons who will be signing your pay estimates.

Correspondence Libraries

RMS comes with a variety of form letters that can be used as templates for specific letters that you need to write. Using these templates, or others that you create, allows you to be consistent from one project to another. When you use the Generate Draft Letter option under Correspondence Log, you will find a menu of letters from which to choose. The menus and the letters themselves are designed and modified with the following Correspondence Library options.

Form Letters



Form Letter Entry Screen

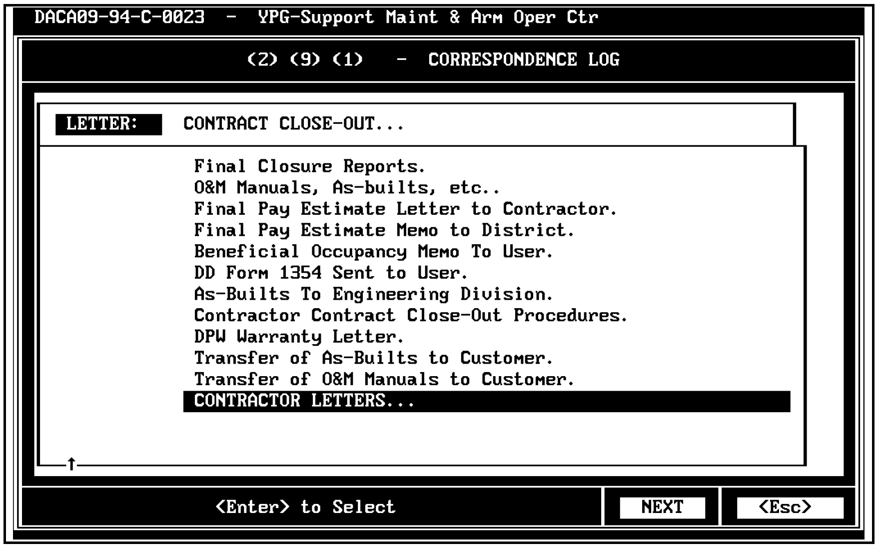
This form letter is a cover letter to go with the final pay estimate to the contractor.

When you generate the letter with (2) (9) (1), you will have an opportunity to make any changes specific to the project.

Letter Title	A description of the letter that will show on the form letter menu.
Order #	The order in which the letter appears on the menu; you may want to change the order on existing letters to put your most commonly used ones at the top
Called By Menu ↕	**Lookup** The menu on which the letter will appear
Letter Subject	Self explanatory
Form Letter ¶ ↕	**Memo / Lookup** Write the form letter here. Use the lookup to include macros and formatting commands. An existing letter can be copied into this field with Utilities, Copy File command if the desired file is in ASCII format. For detailed information, see the Form Letter appendix.

Form Letter Menus

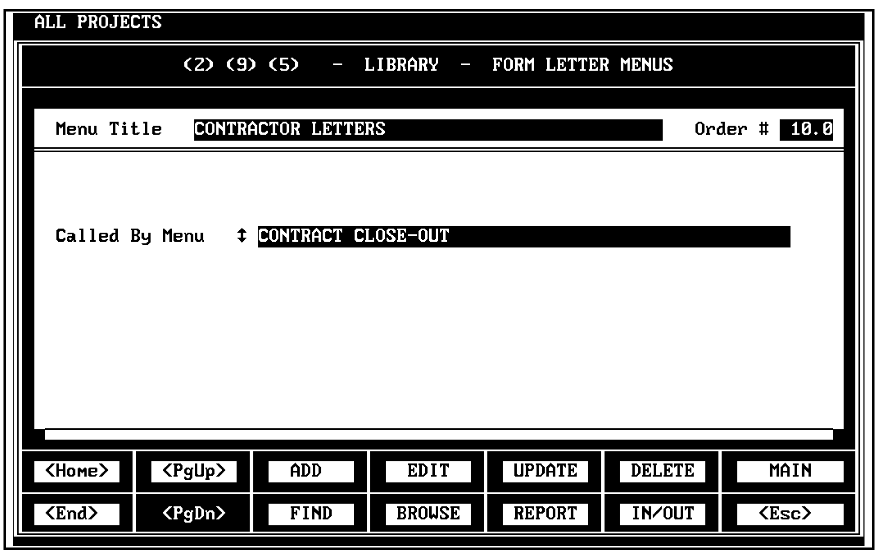
Form letter menus are shown when you choose to generate a form letter. This option may be best explained by beginning with the result.



Example Menu
Make the following choices from a project menu:
Correspondence
Correspondence Log
Generate Draft Letter--Yes
Contract Close-Out

You will get a menu similar to this one; it may not be exactly the same if your office has made changes to the menus.

There are two types of items on the above menu: Form Letters themselves (the third choice shows the final pay estimate form letter from the previous illustration) and additional Form Menus (e.g. Contractor Letters, indicated by the ellipsis). Using layers of menus provides a way to organize the samples and make the items easier to find.



Form Menu Entry Screen

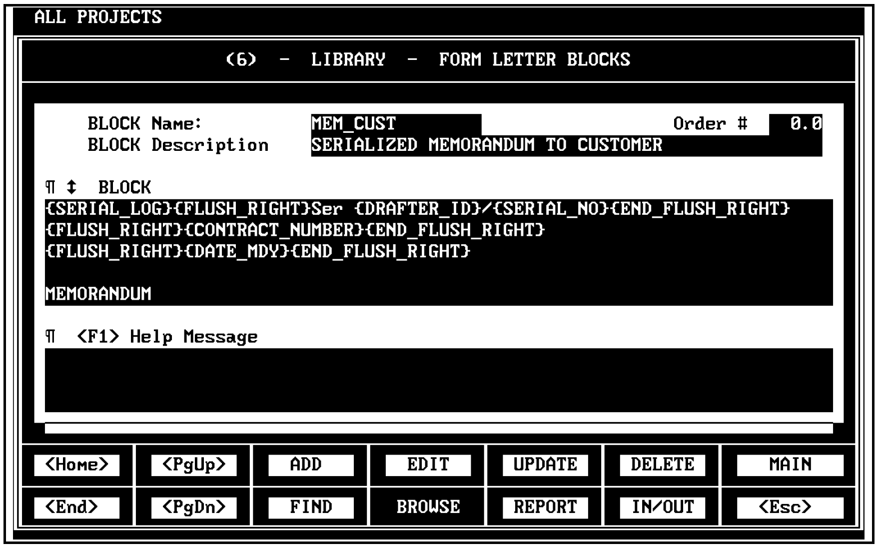
This screen shows how the Contractor Letters menu is placed on the Contract Close-Out menu.

To add a menu level, type **A** and fill in the fields shown. To put the menu on the first screen, leave the Called By Menu field blank.

The existing menu choices can be rearranged so that the most frequently used ones are at the top of the list. To do this, change the Order #. The order includes both letters and additional menus; these can be intermixed to suit your particular situation.

Form Letter Blocks

Sometimes you have a particular set of information that is frequently used in letters, for example, headers or lists of copies for distribution. You can store this whole set of information in a Form Letter Block and have it instantly available.



Example Block

This block stores all the information used in the heading of a memo to a customer.

When you create or update a form letter, this block will be available from the lookup table.

Block Name	Enter an easily recognizable abbreviation of the block. As in a macro, there can be no spaces; use an underscore to separate words as shown in the above illustration.
Order #	The order in which this block is listed on the lookup table
Block Description	A brief description of the block
Block ¶ ↕	**Memo / Lookup** Write the block here. Use the lookup to include macros and formatting commands. For detailed information, see the Form Letter appendix.
F1 Help Message ¶ ↕	**Memo** If you want a help message to be available with this block, enter it here.

Form Letter Settings

All generated form letters will use the settings specified on this screen.

Form Letter Settings Entry Screen

Set the margins and tabs and then tell RMS which word processor you will use.

Path and Command for Word Processor

You can access any DOS word processor from within RMS if the path and command are specified here. You must specify a DOS word processor if you want to generate form letters. During form letter generation the program will automatically be launched so that you can further edit and print the generated letter.

NOTE for Windows users: Windows word processors cannot be started from within RMS and, therefore, cannot be used to generate letters and documents. You can accomplish this task by first generating and saving your letters with a DOS word processor program and then switching to your Windows word processor to do the editing. Use DOS Edit if you have no other DOS word processor; C:\DOS\EDIT.COM is the usual command line.

NOTE for network users: Your DOS word processor may reside on a network drive. If so, reference the network drive letter in the command line, e.g. G:\WP50\WP.

Letter Agency Codes

When correspondence is logged, the letter must be given a Letter Agency Code, indicating either the agency sending the letter or a particular type of correspondence, e.g. RFP. These codes are stored here. Some codes are required by RMS and cannot be changed; they will be gray when viewed.

To add a code, press **A** to add and enter these fields:

Code	Up to 3 characters
Description	Self explanatory
Group Name	Group of which this agency is a part (optional)

Signature Blocks

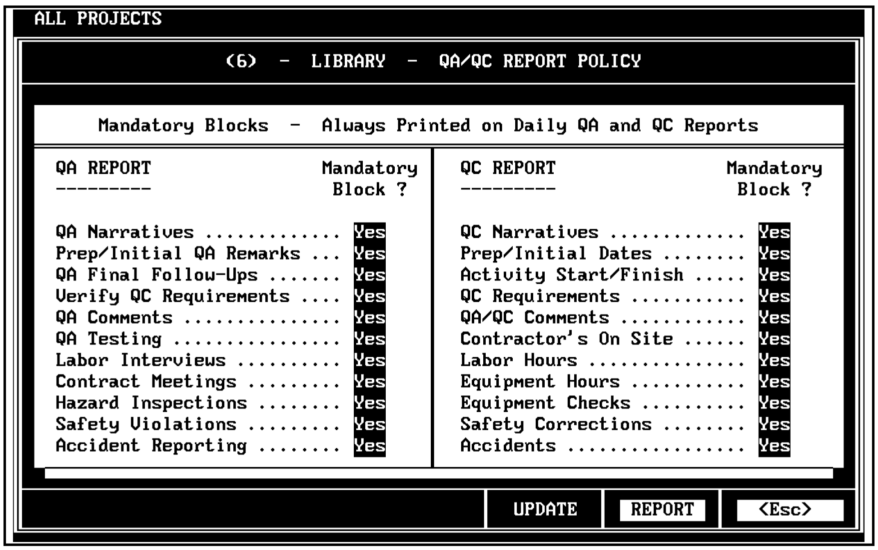
This option allows you to enter the names and titles of persons who will be signing your correspondence. The same name may be entered more than once to accommodate title variations.

Daily QA/QC Reports Libraries

QA/QC Report Policy

You will not always have data for each QA/QC category each day. You can condense your daily report by answering No to some of these categories. A No answer will cause the block to be omitted from the printed report if there is no data that day. However, all options remain available for data entry.

A Yes to any of these categories will cause a block to be printed even if there is no information for that day. For example, if you mark QA Narratives with Yes and there was no narrative that day, a section will print on the daily report with the QA Narrative title and the line "No QA Narratives were reported today."



Daily Report Blocks Entry Screen

To include a category on every report, use Update to change the No to Yes.

New categories cannot be added. If you have additional data to record, do so with a QA/QC narrative.

QA Narratives / QC Narratives

QA/QC narrative data is entered under the various topics which are described in these libraries. The libraries are identical in format and determine the lookup table for the type of either QA or QC narrative, as entered in (2) (10) (1 or 2) (2 or 14). If you need additional narrative topics, these are the fields to enter:

QA / QC Narrative	A description of the narrative type
Safety Related?	Yes or No
Include Narrative?	Answer Yes or No as to whether this type narrative is to be included in the lookup table for civil and/or military reports
Order #	The order in which this type is shown on the lookup table

NOTE: If you want the QA/QC narrative to be identified on the reports as subparagraphs, e.g. A., B., C., the upper case characters must be a part of the description.

Meeting Types

This library defines the type of meeting that can be entered under Daily QA/QC Reports, Contract Meetings, (2) (10) (1 or 2) (9). The type becomes a subparagraph heading under contract meetings on daily reports. If you need additional types, these are the fields to enter:

Type of Meeting	A description of the meeting type
Safety Related?	Yes or No
Include Narrative?	Answer Yes or No as to whether this type meeting is to be included in the lookup table for civil and/or military reports
Order #	The order in which this type is shown on the lookup table

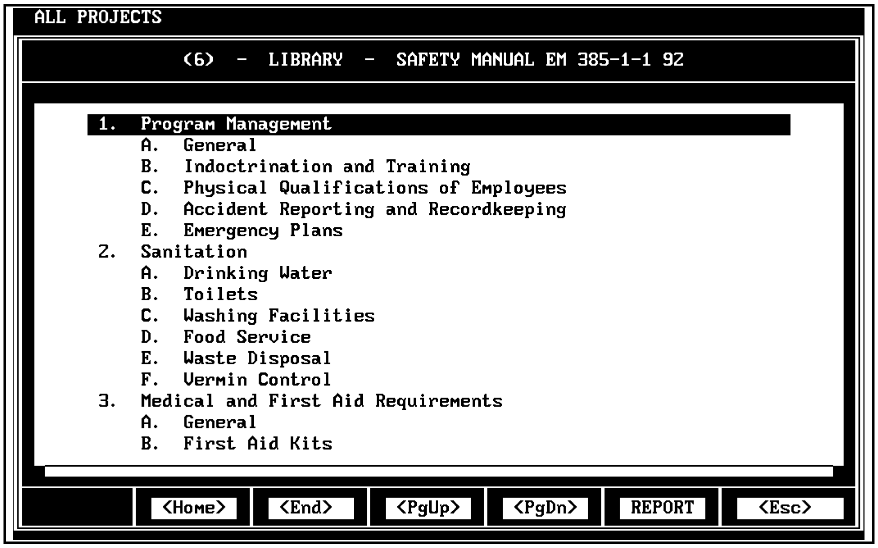
Work Category Codes

These category codes are used on the Master and Local Work Types. If you need additional categories, the fields are:

Code	A one character code
Full Name	A brief description

Safety Manual EM 385-1-1 92 and 96

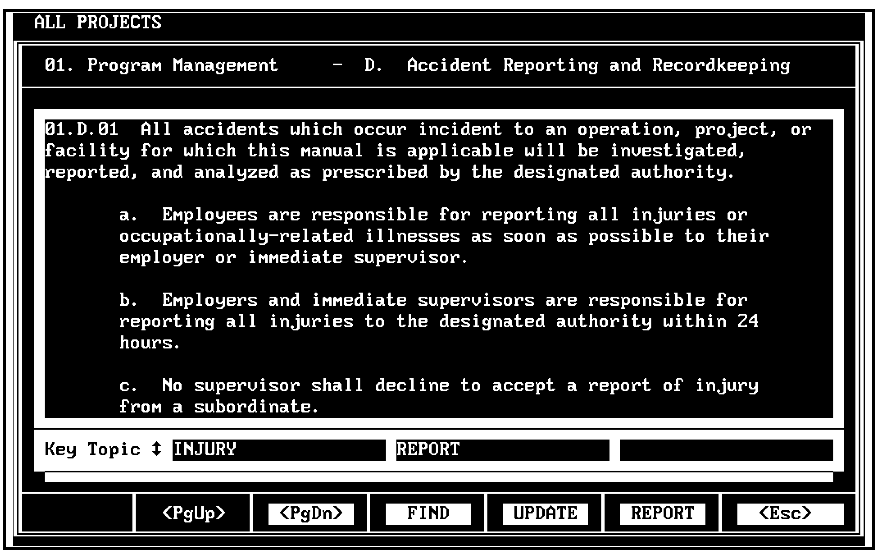
These two entire safety manuals are provided in this library for your reference. Operation is the same for both.



Safety Manual Table of Contents

Scroll through the table of contents until you find the section you want then press the [Enter] key to view it.

While the manual itself cannot be updated by the user, you can add information to the Key Topics field shown at the bottom of each section. This is a powerful feature that enables you to search for relevant data.



Safety Manual Section 01.D.01

Categorizing sections with key topics will allow you to call them up as a group.

The Key Topic and Keyword search capabilities are found under the Daily QA/QC Reports, Report menu.

Keyword: A word actually contained in the text. You might use a keyword search for "welder" to see all references to welder safety in the manual.

Key Topic: A word you use to group safety section; could be an overarching category. For example, you might use the topic "supervisor response" to tag the above section.

Submittal Register Libraries

Specification Sections

Specification Sections are used on several entry screens. During your BCOE review of future projects, you should ensure that proper section numbers are used. If you need additional entries, the fields are:

Section	A five character code; use leading zeroes for numeric entries
Description	A brief description

Submittal Types

This library is used as a lookup for the submittal register. If you need additional entries, the fields are:

Abbreviated	A fifteen character description
SD #	
Full Title for Report	An extended description

Contract Close-Out Library

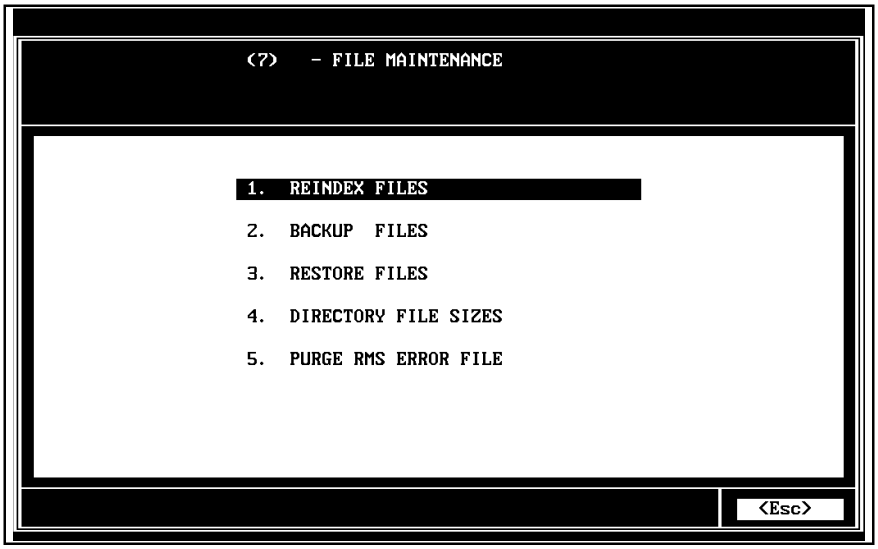
Post Completion Policy

In this library, you determine the day of the week on which you prefer to do your post completion inspections. When the inspection day is automatically calculated in (2) (12) (6), it will be adjusted to fall on the day you select.

CHAPTER 9: FILE MAINTENANCE

This chapter outlines the process by which routine file maintenance is done. You will learn:

how to choose files for reindexing, backing up and restoring
how and why to reindex files
how and why to backup and restore files
how to review your file sizes
how to deal with the RMS error file



File Maintenance Menu

NOTE: The [Esc] key will stop any file maintenance function if you decide you don't want to continue.

NOTE for network users: If you are running in a multi-user environment, you cannot reindex, backup or restore while anyone else is using RMS. Have everyone exit before you begin any of these three operations. To avoid inconvenience, you might want to do these operations before or after office hours.

Choosing Files

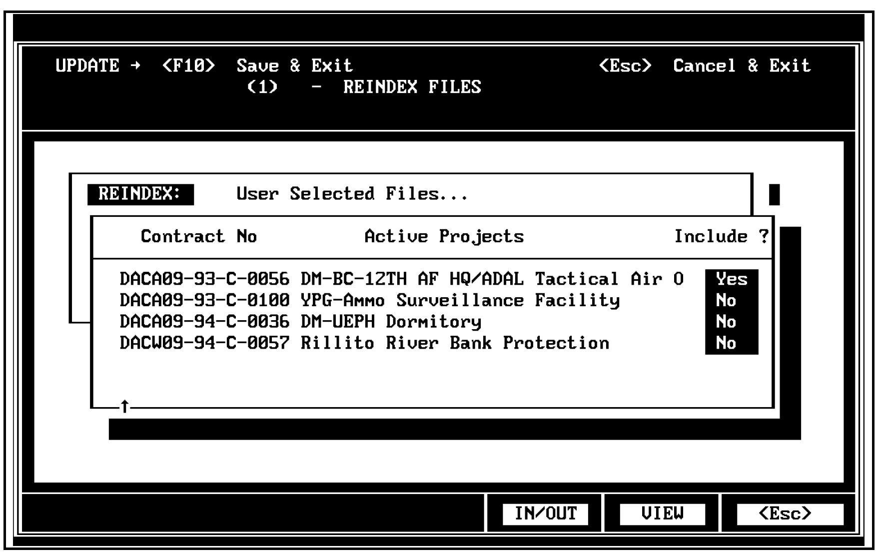
When you reindex, backup or restore, you have a wide range of file choices. Files are chosen in the same way for all three options. Follow these steps:

1. Choose *File Maintenance*.
2. Choose *Reindex Files* (or *Backup Files*) The steps for *Restore Files* are slightly different.
3. You will be given this list from which to choose:
   User Selected Files . . .
   All Projects
   All Files without Libraries
   All Files

User Selected Files Menu Screen

If you choose User Selected Files, you will be given this screen from which to select your files. Type **Y** for each type file that you want.

The project choices all have further choices available. This is shown on the next screen.



Project Selection Screen

Choose the projects by typing **Y** by each one you want.

Press [F10] when you are finished to return to the previous screen. Choose additional files in the same way.

Press [F10] again to exit the User Selected Files screen.

(7) (1) Reindex Files

Why: Reindex your files whenever your data appears to be out of order, missing information or otherwise corrupted. Often, reindexing will solve the problem. See Recompute Finances on page 5-24 and Data Validation on page 1-4 for other solutions to data problems.

How: Follow the steps under Choosing Files above. When you press [F10] to exit the User Selected Files screen, reindexing begins. You will be shown a "% Complete" bar so you can visually follow the progress. The time it takes to reindex depends on the speed of your computer and the size and number of your projects, varying from a minute or two for a single project to 10-60 minutes or more for all your files.

(7) (2) Backup Files

Why: Backing up your data insures that you will not lose your office's important information. How frequently you do backup depends on how much you use RMS, but the general rule is to backup anything you would not want to do over. Each office will set its own guidelines for data security and some offices may have an alternative, such as a tape backup system.

You should backup all your projects whenever you upgrade your RMS system. You may also use the Backup Files option to transfer data from one computer to another.

How: Follow the steps under Choosing Files above. When you press [F10] to exit the User Selected Files screen, you will be asked to insert a disk in drive **A**. Press [Enter] if you will be using drive A or type **B** then [Enter] if you will be using drive B. If the disk you use is not blank, you'll be asked if you want to erase the existing files. Answer Yes to erase them; answer No to use a different disk.

You may need more than one disk for the backup. Label the disks with the files chosen, the date and the disk number, if more than one disk is used.

NOTE for network users: Backup can be done to a network drive by entering the desired drive letter instead of A or B. You will then be asked for a path and filename. The path is the directory you want to use and the filename can be any descriptive eight character name, e.g. **G:\RMSBACK\DATA0115**, with DATA0115 meaning the Jan 15th backup. Any naming system can be used, as long as all personnel use it consistently.

WARNING: Data backed up to another directory on the same network drive provides a safeguard against damage to the original files but DOES NOT protect against a complete failure of that drive. Be sure this is not your only backup.

(7) (3) Restore Files

Why: You may need to restore files to:
transfer data from one computer to another
replace damaged files
start over when a large set of data has been entered incorrectly

How: When you choose *Restore Files*, you will be asked to insert a disk in drive **A**. Press [Enter] if you will be using drive A or type **B** then [Enter] if you will be using drive B. A screen will appear showing you the office name where the backup was done and the backup date and ask you to confirm using this disk. Press **Y** to continue.

Proceed to step three under Choosing Files to select the files to restore. If you know you want to restore all the projects, or if there is only one project, a quick way to get started is to select All Projects. If you choose User Selected Files, you will only be shown the files contained on the backup disk. When you press [F10] to exit the User Selected Files screen, the chosen files are restored.

Files are reindexed automatically after they are restored. If you restore data from an earlier version, RMS will let you know you must validate before using RMS again.

(7) (4) Directory File Sizes

This option allows you to track your disk space. A list of all of the data directories is shown with a description, the number of files in the directory and the directory size.

(7) (5) Purge RMS Error File

Why: RMS has the ability to keep track of any system errors that occur. When a error does happen, you will get a red screen that says “A run-time error has just occurred! Writing to RMS error log.” An error file called RMS.ERR is created, detailing the situation in which the error occurred. This error file allows the TCX to track down where and why errors occur. Your assistance in reporting all errors will enable a better system to be created.

How: After an error has occurred and the error file is written, you have the choice to print it. If the error is new to you, press [Enter] for Yes and fax the print-out to the RMS Technical Support Office (TCX) at 1-619-386-7310. If you have previously reported the error, type **N** to purge the file without printing.

RMS returns to the opening menu. Choose File Maintenance, Purge RMS Error File. You will have the choice to either print and purge or only purge. When a new error occurs, it is appended to the existing error file. Purging the file on a regular basis will prevent it from getting too large.

CHAPTER 10: DAILY OFFICE BULLETIN

The Daily Office Bulletin is a calendar of events for your office. In this chapter you will learn:

what defines an event
how to add office events to RMS
how to make calendars of both office and project events

Defining an Event

Project Event

A project event is any event listed under the Milestone Events menu choice for the project. These events may differ from project to project and may be either confirmed or not.

Office Event

Office events are entered at this menu choice. Office events are meetings, tours, visitors, holidays or other events that are not related to a particular project or that do not warrant being added to a project's milestone events list. Staff appraisal dates entered in Office Files, Staff Personnel Records (5) (3) (3) are shown on the calendars.

Adding Office Events

To add an office event to RMS, follow these steps:

1. Choose *Daily Office Bulletin*.
2. Press **A** to add an event.
3. Enter a brief description of the event, the scheduled date and time, and whether it is confirmed. Enter the actual date when the event happens.
4. Use update if a date or time changes.

Printing a Calendar

To print a calendar of events, follow these steps:

1. Choose *Daily Office Bulletin*.
2. Press **R** for report.
3. Choose *Office Calendar*.
4. Choose *All Events*, *Office Events*, or *Project Events*.
5. Choose *All Events*, *Confirmed Events*, or *Unconfirmed Events*.
6. Specify the time period. To print the current month, leave the dates blank. To print another month, enter the first day of that month. The second date may be left blank.

Your calendar will print with one legal size page per month.

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